X950 Series

User's Guide

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Machine type(s):

7558

Model(s):

032, 036, 232, 236, 432, 436

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Safety information

Connect the power cord to a properly grounded electrical outlet that is near the product and easily accessible.

Do not place or use this product near water or wet locations.

This product uses a ground fault circuit interrupter (GFCI). Monthly testing of the GFCI is recommended.

CAUTION—POTENTIAL INJURY: The lithium battery in this product is not intended to be replaced. There is a danger of explosion if a lithium battery is incorrectly replaced. Do not recharge, disassemble, or incinerate a lithium battery. Discard used lithium batteries according to the manufacturer's instructions and local regulations.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

CAUTION—POTENTIAL INJURY: Before moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Turn the printer off using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the printer before moving it.
- Lift the printer off the optional drawer, and set it aside instead of trying to lift the drawer and printer at the same time.

  Note: Use the handholds located on both sides of the printer to lift it off the optional drawer.

This product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions.

Use only the power cord provided with this product or the manufacturer's authorized replacement.

CAUTION—POTENTIAL INJURY: To reduce risk of fire, use only the telecommunications (RJ-11) cord provided with this product or a UL Listed 26 AWG or larger replacement when connecting this product to the public switched telephone network.

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

CAUTION—SHOCK HAZARD: Make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports.

This product is designed, tested, and approved to meet strict global safety standards with the use of specific manufacturer's components. The safety features of some parts may not always be obvious. The manufacturer is not responsible for the use of other replacement parts.

CAUTION—POTENTIAL INJURY: Do not cut, twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If any of these things happen, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of such problems. Remove the power cord from the electrical outlet before inspecting it.

Refer service or repairs, other than those described in the user documentation, to a professional service person.

CAUTION—SHOCK HAZARD: To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables from the printer before proceeding.

CAUTION—SHOCK HAZARD: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.

CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.

CAUTION—TIPPING HAZARD: Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using a high-capacity input tray, a duplex unit and an input option, or more than one input option. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, you may need additional furniture. For more information, contact the place where you purchased the printer.

SAVE THESE INSTRUCTIONS.

Learning about the printer

Thank you for choosing this printer!

We've worked hard to make sure it will meet your needs.

To start using your new printer right away, use the setup materials that came with the printer, and then skim the *User's Guide* to learn how to perform basic tasks. To get the most out of your printer, read the *User's Guide* carefully, and make sure you check the latest updates on our Web site.

We're committed to delivering performance and value with our printers, and we want to make sure you're satisfied. If you do encounter any problems along the way, one of our knowledgeable support representatives will be delighted to help you get back on track fast. And if you find something we could do better, please let us know. After all, you are the reason we do what we do, and your suggestions help us do it better.

Finding information about the printer

What are you looking for?	Find it here
Initial setup instructions: • Connecting the printer • Installing the printer software	Setup documentation—The setup documentation came with the printer and is also available on the Lexmark Web site at **http://support.lexmark.com**.
Additional setup and instructions for using the printer: • Selecting and storing paper and specialty media • Loading paper • Configuring printer settings • Viewing and printing documents and photos • Setting up and using the printer software • Configuring the printer on a network (depending on your printer model) • Caring for and maintaining the printer • Troubleshooting and solving problems	*User's Guide*—The *User's Guide* is available on the *Software and Documentation* CD. For updates, check our Web site at **http://support.lexmark.com**.
Instructions for: • Installing the printer using Guided or Advanced wireless setup • Connecting the printer to an Ethernet or a wireless network • Troubleshooting printer connection problems	*Networking Guide*— Open the *Software and Documentation* CD, and then look for *Printer and Software Documentation* under the Pubs folder. From the list of publications, click the **Networking Guide** link.

What are you looking for?	Find it here
Help using the printer software	Windows or Mac Help—Open a printer software program or application, and then click **Help**. Click ? to view context-sensitive information. **Notes:** • The Help installs automatically with the printer software. • The printer software is located in the printer Program folder or on the desktop, depending on your operating system.
Latest supplemental information, updates, and technical support: • Documentation • Driver downloads • Live chat support • E-mail support • Telephone support	Lexmark Support Web site—**http://support.lexmark.com** **Note:** Select your country or region, and then select your product to view the appropriate support site. Support telephone numbers and hours of operation for your country or region can be found on the Support Web site or on the printed warranty that came with your printer. Record the following information (located on the store receipt and at the back of the printer), and have it ready when you contact support so they may serve you faster: • Machine Type number • Serial number • Date purchased • Store where purchased
Warranty information	Warranty information varies by country or region: • **In the US**—See the Statement of Limited Warranty included with this printer, or at **http://support.lexmark.com**. • **In other countries and regions**—See the printed warranty that came with your printer.

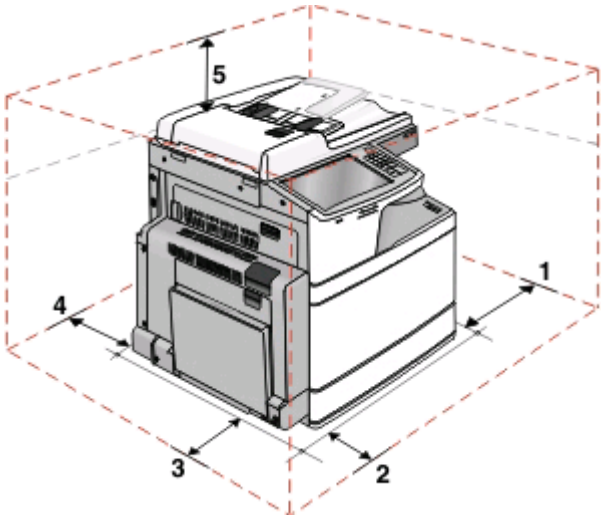
Selecting a location for the printer

CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

When selecting a location for the printer, leave enough room to open trays, covers, and doors. If you plan to install any options, then leave enough room for them too. It is important to:

- Set up the printer near a properly grounded and easily accessible electrical outlet.
- Make sure airflow in the room meets the latest revision of the ASHRAE 62 standard or the CEN Technical Committee 156 standard.
- Provide a flat, sturdy, and stable surface.

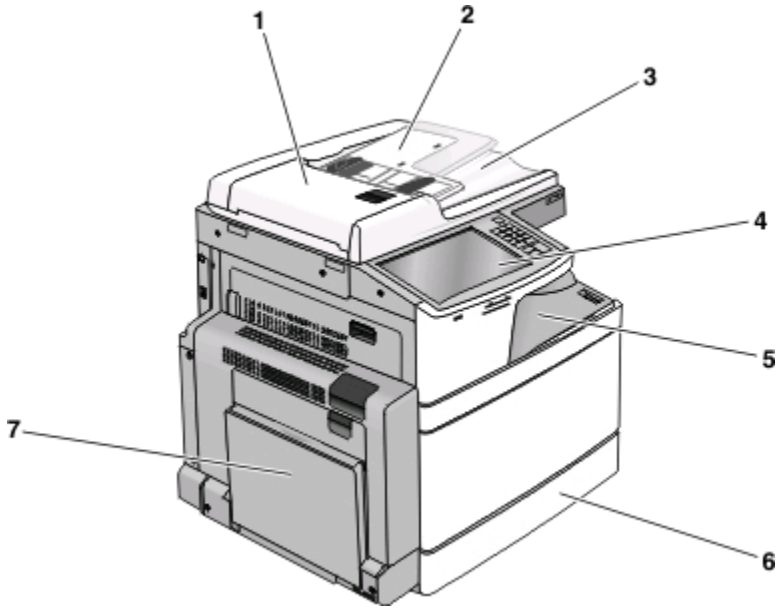
- Keep the printer:
  - Away from the direct airflow of air conditioners, heaters, or ventilators
  - Free from direct sunlight, humidity extremes, or temperature fluctuations
  - Clean, dry, and free of dust
- Allow the following recommended amount of space around the printer for proper ventilation:



1	100 mm (4 in.)
2	610 mm (24 in.)
3	385 mm (15 in.)
4	100 mm (4 in.)
5	100 mm (4 in.)

Printer configurations

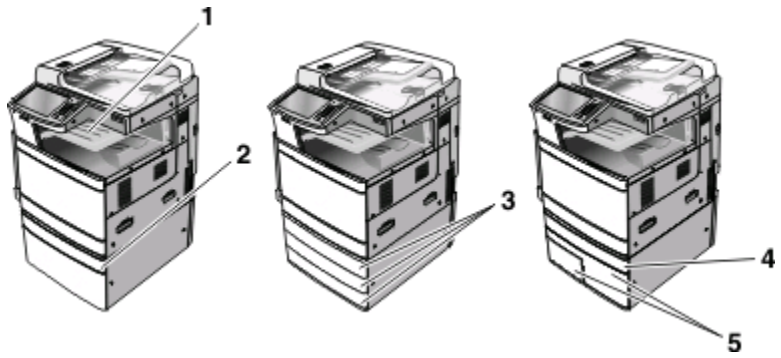
Basic model



1	Automatic Document Feeder (ADF)
2	ADF input tray
3	ADF exit bin
4	Printer control panel
5	Standard exit bin
6	Standard 520-sheet tray
7	Multipurpose feeder

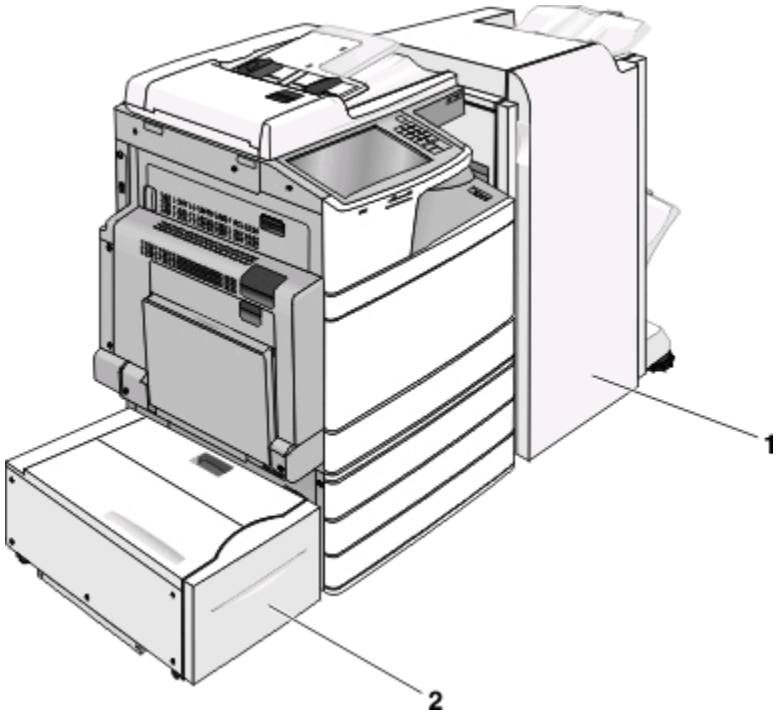
Configured models

You can configure your basic printer by adding optional trays. A 2,000-sheet high-capacity feeder and a finisher bin can also be added.



1	Exit tray 2 **Note:** Exit tray 2 is applicable to any configurations except when a finisher is installed.
2	Optional 520-sheet tray (Tray 2)
3	Optional 520-sheet tray (Tray 2)
4	Optional 520-sheet tray (Tray 2)
5	Optional 2,000-sheet tandem-tray module • 850-sheet tray (Tray 3) • 1,150-sheet tray (Tray 4)

Fully configured model



1	Finisher bin The finisher bin can either be one of the following two options: • Standard finisher (Punch/Stapler) • Booklet finisher (Punch/Stapler/Booklet)
2	2,000-sheet high-capacity feeder

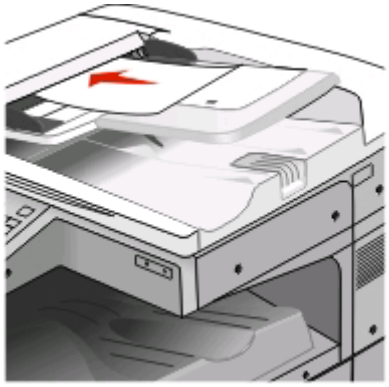
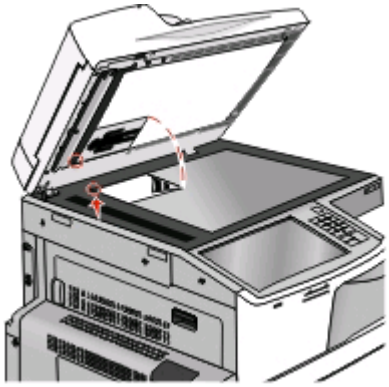
CAUTION—TIPPING HAZARD: Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using a high-capacity input tray, a duplex unit and an input option, or more than one input option. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, you may need additional furniture. For more information, see **www.lexmark.com/multifunctionprinters**.

Basic functions of the scanner

The scanner provides copy, fax, and scan-to-network capability for large workgroups. You can:

- Make quick copies, or change the settings on the printer control panel to perform specific copy jobs.
- Send a fax using the printer control panel.
- Send a fax to multiple fax destinations at the same time.
- Scan documents and send them to your computer, an e-mail address, a flash drive, or an FTP destination.
- Scan documents and send them to another printer (PDF by way of FTP).

Understanding the ADF and scanner glass

Automatic Document Feeder (ADF)	Scanner glass
	
Use the ADF for multiple-page documents.	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

You can use the ADF or the scanner glass to scan documents.

Using the ADF

The ADF can scan multiple pages including duplex (two-sided) pages. When using the ADF:

Note: Duplex scanning is available only in select printer models.

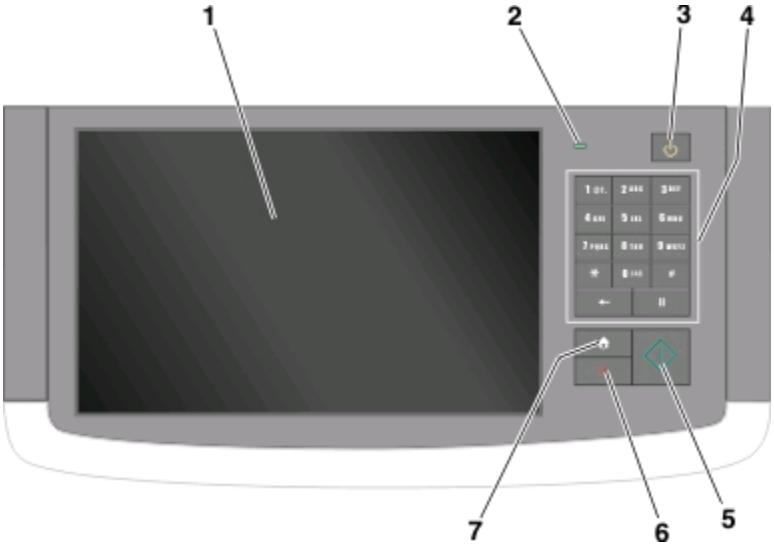
- Load the document into the ADF faceup, short edge first.
- Load up to 100 sheets of plain paper into the ADF.
- Scan sizes from 125 x 216 mm (4.9 x 8.5 in.) wide to 127 x 356 mm (5 x 14 in.) long.
- Scan media weights from 52 to 120 g/m^2 (14 to 32 lb).
- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

Using the scanner glass

The scanner glass can be used to scan or copy single pages or book pages. When using the scanner glass:

- Place a document facedown on the scanner glass in the corner with the green arrow.
- Scan or copy documents up to 215.9 x 355.6 mm (8.5 x 14 in.).
- Copy books up to 12.7 mm (0.5 in.) thick.

Understanding the printer control panel



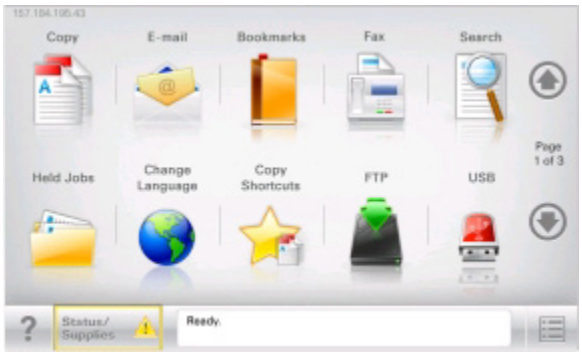
Item		Description
1	Display	Shows the status of the printer, and allows printer setup and operation
2	Indicator light	• **Off**—The printer is off. • **Blinking green**—The printer is warming up, processing data, or printing. • **Solid green**—The printer is on, but idle. • **Blinking red**—The printer requires operator intervention is needed.
3	Sleep	Enables Sleep Mode or Hibernate Mode The following are the statuses of the indicator light and the Sleep button: • Entering or waking from Sleep Mode—The indicator light is illuminated solid green, Sleep button is unilluminated. • Operating in Sleep Mode—The indicator light is illuminated solid green, Sleep button is illuminated solid amber. • Entering or waking from Hibernate Mode—The indicator light is illuminated solid green, Sleep button is illuminated blinking amber. • Operating in Hibernate Mode—The indicator light is unilluminated, Sleep button is blinking amber for 1/10 of a second, then go completely unilluminated for 1.9 seconds in pulsing pattern. The following actions wake the printer from Sleep Mode: • Touching the screen or any hard button presses. • Opening an input tray, cover, or door. • Sending a print job from the computer. • Performing a Power On Reset (POR) with the main power switch.
4	Keypad	Lets you enter numbers, letter, or symbols
5	Submit	Lets you submit changes made in the printer settings
6	Stop/Cancel	Stops all printer activity **Note:** A list of option is displayed once **Stopped** appears on the display.
7	Home	Lets you navigate back to the home screen

Understanding the home screen

Understanding the home screen

When the printer is turned on, the display shows a basic screen, referred to as the home screen. Touch the home screen buttons and icons to initiate an action such as copying, faxing, or scanning; to open the menu screen; or to respond to messages.

Note: Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.



Touch	To
Copy	Access the Copy menus and make copies.
E-mail	Access the E-mail menus and send e-mails.
Fax	Access the Fax menus and send fax.
	Access the printer menus. **Note:** These menus are available only when the printer is in the **Ready** state.
FTP	Access the File Transfer Protocol (FTP) menus and scan documents directly to an FTP server.
Status message bar	• Show the current printer status such as **Ready** or **Busy**. • Show printer conditions such as **Toner Low** or **Cartridge Low**. • Show intervention messages so the printer can continue processing.
Status/Supplies	• Display a warning or error message whenever the printer requires intervention to continue processing. • Access the messages screen for more information on the message, and how to clear it.
USB or USB Thumbdrive	View, select, print, scan, or e-mail photos and documents from a flash drive. **Note:** This button appears only when you return to the home screen while a memory card or flash drive is connected to the printer.
Bookmarks	Create, organize, and save a set of bookmarks (URL) into a tree view of folders and file links. **Note:** The tree view supports only bookmarks created from this function, and not from any other application.
Held Jobs	Display all current held jobs.

Other buttons that may appear on the home screen:

Touch	To
Search held jobs	Search on any of the following items: • User name for held or confidential print jobs • Job names for held jobs, excluding confidential print jobs • Profile names • Bookmark container or print job names • USB container or print job names for supported file types
Release Held Fax	Access the list of held faxes. **Note:** This button appears only when there are held faxes with a scheduled hold time previously set.
Lock Device	Open a password entry screen. Enter the correct password to lock the printer control panel. **Note:** This button appears only when the printer is unlocked and password has been set.
Unlock Device	Open a password entry screen. Enter the correct password to unlock the printer control panel. **Note:** This button appears only when the printer is locked. The printer control panel buttons and shortcuts cannot be used while this appears.
Cancel Jobs	Open the Cancel Jobs screen. The Cancel Jobs screen shows three headings: Print, Fax, and Network. The following options are available under the Print, Fax, and Network headings: • Print job • Copy job • Fax profile • FTP • E-mail send Each heading has a list of jobs shown in a column under it which can show only three jobs per screen. If more than three jobs exist in a column, then an arrow appears enabling you to scroll through the jobs.
Change Language	Launch the Change Language pop-up window that allows you to change the primary language of the printer.

Using the touch-screen buttons

Note: Your home screen, icons, and buttons may vary depending on your home screen customization settings and administrative setup.

Sample touch screen

Touch	To
Submit	Submit changes made in the printer settings.
Sample Copy	Print a sample copy.
Right arrow	Scroll to the right.
Left arrow	Scroll to the left.
Home	Return to the home screen.
Right increase	Select a higher value.
Left decrease	Select a lower value.
Exit	Exit from the current screen.

Touch	To
Tips	Open a context-sensitive Help dialog on the touch screen.

Other touch-screen buttons

Touch	To
Accept	Save a setting.
Cancel	• Cancel an action or a selection. • Exit a screen and lets you return to the previous screen without saving changes.
Reset	Reset values on the screen.
Radio button	Select or clear an item.

Features

Feature	Description
Menu trail line: Menus > Settings > Copy Settings > Number of Copies	A menu trail line is located at the top of each menu screen. This feature shows the path taken to arrive at the current menu. Touch any of the underlined words to return to that menu. Number of Copies is not underlined since this is the current screen. If you touch an underlined word on the Number of Copies screen before the Number of Copies is set and saved, then the selection is not saved, and it does not become the default setting.
Attendance message alert	If an attendance message affects a function, then this icon appears and the red indicator light blinks.

Feature	Description
Warning	If an error condition occurs, then this icon appears.

Setting up and using the home screen applications

Customizing the home screen using the Embedded Web Server

Accessing the Embedded Web Server

To access the Embedded Web Server, type your printer IP address or host name in the address field of your Web browser.

Note: If you do not know the IP address or host name of the printer, then you can:

- View the information on the printer control panel home screen, or in the TCP/IP section under the Network/Ports menu.
- Print a network setup page or menu settings page, and then locate the information in the TCP/IP section.

Customizing the home screen

1. From the Embedded Web Server, click **Settings** > **General Settings** > **Home screen customization**.
2. Select the home screen application to be displayed.

   Note: You can also clear the check box to hide the home screen application.
3. Click **Submit**.

Note: If the application is not listed, then access the application configuration settings by clicking **Settings** > **Device Solutions** > **Solutions (eSF)** > name of the application.

Using the home screen applications

Note: Your home screen, icons and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded applications. Some applications are supported only on select printer models.

Touch	To
Forms and Favorites 	• Access frequently used forms and bookmarks. • Create your own index of forms, information sheets, and other materials you print often. To print a form, see “Printing forms” on page 25.

Touch	To
Scan to Network 	Scan your documents to specified network destinations. **Note:** If the application icon does not appear on the printer home screen, then you need to set up the application.
My MFP 	Customize your touch-screen settings, and then store these preferences on a flash drive. Each time you insert your flash drive into the USB port of a printer that supports My MFP, your preferred settings are automatically loaded. **Note:** The application icon appears only when a flash drive with My MFP settings is inserted into the USB port of the printer.
WS-Scan 	Scan your documents to a specified Windows-based application. **Note:** This application is available only for network printers and computers that support Microsoft Web Services.

Using Forms and Favorites

The Forms and Favorites application provides users with quick and easy access to frequently used forms or other information that is regularly printed.

The Bookmark function is used to create a link to a form or electronic file at a predetermined URL or network location. These files are then accessed *only* from the Forms and Favorites icon, and not from any other application.

When adding bookmarks from the printer Embedded Web Server, more configuration options are available than when adding bookmarks from the printer control panel.

Changing the display icon and label

You can change the icon and associated text that appear on the printer home screen. If you do not want to use the default icon for an application, then you can import new icons to be used for both the pressed and unpressed button states.

Note: For information about compatible image file types and recommended file sizes, see the mouse-over help next to each field.

1. From the Embedded Web Server, click **Settings** or **Configuration**.
2. Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.
3. Click the name of the application > **Configure**.
4. From the Home Screen Button section, you can:
   - Specify a new icon text or label to be displayed above the icon on the home screen.
   - Click **Browse** to select a new icon image file to represent the application on the home screen.
   - Click **Browse** to select a new image file to be displayed while the application icon is being pressed.
5. Click **Apply** to save the settings or **Reset** to return to the previous settings.

Adding bookmarks using the printer control panel

Note: Bookmarks added from the printer control panel must be edited from the printer Embedded Web Server.

1. From the printer control panel, navigate to:

   Forms and Favorites > **Create Bookmark**
2. Enter a name for the new bookmark, and then touch **Enter**.

   This name will be displayed in the Forms menu when selecting a form to print.
3. Select **Network**, **FTP**, **HTTP**, or **HTTPS** to specify the network location or the protocol of the bookmark, and then touch **Submit**.
4. Choose an authentication option, or enter the URL or network location of the form.

   Note: The printer does not verify the validity of the URL or network location. Make sure the location is entered correctly.
5. Touch .

Adding bookmarks using the Embedded Web Server

1. From the Embedded Web Server, click **Settings** or **Configuration**.
2. Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.
3. Click the name of the application, and then click **Add** under the Bookmarks field.

   Note: You can also edit or delete a bookmark.
4. In the Name field, type a new bookmark name.
5. From the Location list, select the protocol or specify if it is located in a network folder. You may choose **Network**, **FTP**, **HTTP**, or **HTTPS**.

6 In the PIN field, type a four-digit number. This field is optional and will require users to enter a PIN when printing the bookmark.

7 Type the network address, the network domain name, the port, or the URL based on the location of the bookmark specified in Step 4.

8 Under Authentication Options, select whether to require user authentication for this destination. The credentials are used to access the network destination.

9 In the sections that follow, adjust the settings as necessary:
- Select check boxes to allow users to modify settings.
- Use radio buttons and drop-down menus to specify the default settings.

10 Click **Apply** to save the new bookmark.

Printing forms

From the home screen, navigate to:

Forms and Favorites > select the form from the list > enter the number of copies > adjust other settings > **Submit**

Using Scan to Network

Scan to Network lets users of a printer scan their documents to network destinations specified by the network administrator. After the destinations (shared network folders) have been established on the network, the setup process for the application involves installing and configuring the application on the appropriate printer(s) using the Embedded Web Server.

Supported operating systems

For the application to work, the network destination must use any of the following operating systems:

- Using Network Share
  - Microsoft Windows Vista Ultimate Edition
  - Microsoft Windows 7 Ultimate
  - Microsoft Windows 7 Ultimate x64 Edition
  - Microsoft Windows Server Professional 2008
  - Microsoft Windows Server 2008 x64 Edition
  - Microsoft Windows Server 2003 Standard Edition SP1 or R2
  - Microsoft Windows XP Professional SP2
  - Microsoft Windows 2000 Professional SP4
  - Microsoft Windows 2000 SP4
- Using *File Transfer Protocol* (FTP)
  - Microsoft Windows Vista Ultimate Edition
  - Microsoft Windows 7 Ultimate
  - Microsoft Windows 7 Ultimate x64 Edition
  - Microsoft Windows Server Professional 2008
  - Microsoft Windows Server 2008 x64 Edition

  - Microsoft Windows Server 2003 Standard Edition SP1 or R2
  - Microsoft Windows XP Professional SP2
  - Microsoft Windows 2000 Professional SP4
  - Microsoft Windows 2000 SP4
  - Red Hat Linux Enterprise Edition
  - Sun Solaris 10
  - Novell OES Linux SUSE 9
- Using *Distributed File System* (DFS) environment
  - Stand-alone DFS
  - Domain-based DFS
  - Domain based DFS with one child domain used for authentication

Configuring the display icon and label

1. From the Embedded Web Server, click **Settings** or **Configuration**.
2. Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.
3. Click the name of the application > **Configure**.
4. From the Home Screen Button section, you can:
   - Specify a new icon text or label to be displayed above the icon on the home screen.
   - Click **Browse** to select a new icon image file to represent the application on the home screen.
   - Click **Browse** to select a new image file to be displayed while the application icon is being pressed.
   - Select **Always show button** to make the icon appear on the home screen even when there is no valid destination.
5. Click **Apply** to save the settings or **Reset** to return to the previous settings.

Configuring a destination using the Embedded Web Server

1. From the Embedded Web Server, click **Settings** or **Configuration**.
2. Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.
3. Click the name of the application > **Configure** > **Add**.

   Note: You can also edit or delete existing destinations.
4. Type a name for the destination.
5. Select **Network Folder** or **FTP Address**, and then configure the selected destination.
6. Under Authentication Options, select whether or not to require user authentication for this destination. The credentials are used to access the network destination.
7. In the sections that follow, adjust the settings as necessary:
   - Select check boxes to allow users to modify settings.
   - Use radio buttons and drop-down menus to specify the default settings.
8. Click **OK**.

9 Repeat steps step 3 on page 26 through step 8 on page 26 to add, edit, or delete destinations.

10 Click **Apply**.

Scanning documents at the printer

1 Load the document into the scanner.

Note: Documents may be loaded into the scanner in multiple ways. For information on the different methods of loading documents into the scanner, see the *User's Guide* that came with the printer.

2 Touch the application icon.

3 Select the destination where you want to receive the scanned document.

Note: After steps 2 or 3, you may be required to enter the user name and password used to access the printer depending on how the printer and the particular destination are configured. Contact your system support person for login information.

4 Some additional job options may be available depending on how the application has been configured. Follow the instructions on the screen to update the options. Contact your system support person for more information on each option.

5 Touch **Scan It** or **Send It**. Depending on how the application has been configured, you may have the option to preview and make adjustments to scanned pages.

6 To scan additional documents, load the next document into the scanner and select one of the following from the confirmation screen:

- Touch **Yes, to same destination** to scan the document to the previous destination.
- Touch **Yes, to a different destination** to scan the document to a different destination.
- Touch **No** to finish the operation and return to the printer Home screen.

Using the Remote Operator Panel

The Remote Operator Panel application lets you remotely access the printer control panel display using the Embedded Web Server.

Setting up the Remote Operator Panel

1 From the Embedded Web Server, click **Settings** or **Configuration**.

2 Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.

3 Select the name of the application, and then select the **Enabled** check box.

4 From the Authentication Type menu, select an authentication type.

Note: The Remote Management Access Control works only with the Remote Operator Panel Applet.

5 If you selected VNC Password Authentication as the authentication type, then enter a password in the VNC Password field.

6 If you want to use SSL/TLS for data encryption, then select the **Secure Connection** check box.

7 Click **Apply**.

Remotely accessing the printer control panel using the Embedded Web Server

Note: This feature is available only on printers installed with the Remote Operator Panel application.

1. From the Embedded Web Server, click **Applications** > **Remote Operator Panel**.
2. Click **Launch VNC Applet** > **Click here to continue**.

   A dialog appears, remotely showing a dynamic display of the printer control panel in its current state.
3. From the lower left side, refer to the keyboard key equivalent for each of the printer button commands.

   Note: The location of the keyboard key equivalent may differ depending on the printer model.

Using My MFP

My MFP lets you customize your printer touch screen interface, and then store those preferences on a flash drive. Each time the flash drive is inserted into the printer USB port, your preferences will be displayed. My MFP can save job preferences, home screen preferences, and imported address book files.

Using My MFP Setup Wizard

1. Insert a flash drive into your printer USB port.

   The contents of the drive appears on the display.
2. Touch **Back** to return to the home screen.

   Note: Your system support person can configure the My MFP Setup Wizard to launch automatically the first time you insert your flash drive. If the setup wizard launches automatically, then skip to Step 3.
3. From the home screen, touch **Run My MFP Setup Wizard**.
4. Select **Yes, setup my preferences**, and then touch **OK**.

   Note: If you choose **No** at this step, then you will not be prompted to set up My MFP in the future when you insert the same flash drive into a printer. If you change your mind and later wish to set up My MFP, then you will need to manually delete all .mymfp files from the flash drive. For more information, see “Deleting My MFP data from your USB drive” on page 29.
5. Enter your name, and then touch **OK**.
6. You can choose to enter your e-mail address, and then touch **OK**.

   If you do not wish to include an e-mail address in your profile, then touch **Skip**.
7. Enter a password for your profile, and then touch **OK**.

   If you do not wish to use a password with your profile, then touch **Skip**.
8. If necessary, enter the password again, and then touch **OK**.

Customizing My MFP settings

1. From the home screen, touch **My MFP Configuration**.
2. Touch the arrows to select which options to configure.

You can:

- Select home screen icons.
- Import an image for home screen wallpaper.
- Import one or more address books.
- Set preferences for Copy, Fax, E-mail, Scan to USB, and FTP functions.
- Edit your name.
- Password-protect your data.
- Add or edit your e-mail address.
- Remove the My MFP profile from your flash drive.

Using My MFP

My MFP lets you use the printer with a personalized profile. Each time you insert your flash drive into the USB port of a printer that supports My MFP, your preferred settings are automatically loaded.

1. Insert your flash drive into the USB port.

   If you have set password-protect for your profile, then enter your password to continue.

2. Select the function you want to use.

   If individual functions such as print, copy, or fax are protected by a password or PIN, then you must enter the correct credentials to use those functions.

3. When you are finished, remove your flash drive from the printer.

Deleting My MFP data from your USB drive

Using the My MFP interface

1. Touch **My MFP Configuration**.
2. From the Welcome screen use the arrows to scroll through the list of options until you see Remove My MFP data from the drive.
3. Touch **Remove My MFP data from the drive**.
4. Select **Delete profile**, and touch **Save Setting** to clear your My MFP settings from your USB drive.

Manually deleting the data

1. Insert your USB drive into a computer.
2. Locate all files beginning with .mymfp (they will be grouped together).
3. Delete all files beginning with .mymfp.

Using WS-Scan

The Web Services - Scan application lets you scan documents at the printer, and then send the scanned image to your computer. This application is available only for network printers and computers that support Microsoft Web Services.

To scan documents at the printer, see “Scanning documents at the printer” on page 27.

Setting up WS-Scan

1. From the computer screen, click , or click **Start** and then click **Run**.
2. In the Start Search or Run box, type **`control printers`**.
3. Press **Enter**, or click **OK**.
4. Click **Add a printer**, and then select **Add a network, wireless or Bluetooth printer**.

   Note: The wireless or Bluetooth connection is available only on select printer models.
5. Select the printer that you want to have WS-Scan enabled, and then click **Next**.

   If the printer is not listed, then you can search for the printer using its IP address. If you do not know the IP address of the printer, then you can:
   - View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or menu settings page and locate the information in the TCP/IP section.
6. Follow the instructions on the computer screen.

Exporting and importing a configuration using the Embedded Web Server

You can export configuration settings into a text file that can then be imported and used to apply the settings to one or more additional printers.

Exporting a configuration

1. From the Embedded Web Server, click **Settings** or **Configuration**.
2. Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.
3. From Installed Solutions, click the name of the application you want to configure.
4. Click **Configure** > **Export**.
5. Follow the instructions on the computer screen to save the configuration file, and then enter a unique file name or use the default name.

   Note: If a **`JVM Out of Memory`** error occurs, then repeat the export until the configuration file is saved.

Importing a configuration

1. From the Embedded Web Server, click **Settings** or **Configuration**.
2. Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.

3 From Installed Solutions, click the name of the application you want to configure.

4 Click **Configure** > **Import**.

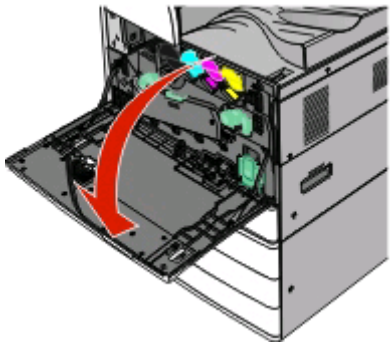
5 Browse to the saved configuration file, and then load or preview it.

Note: If a timeout occurs and a blank screen appears, then refresh the browser, and then click **Apply**.

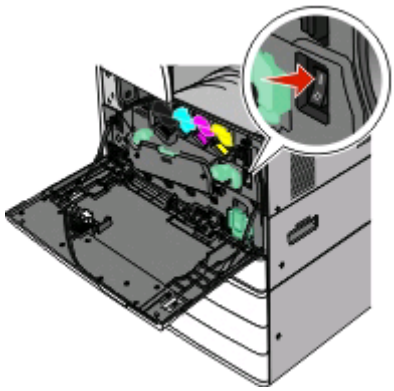
Additional printer setup

Turning on the printer

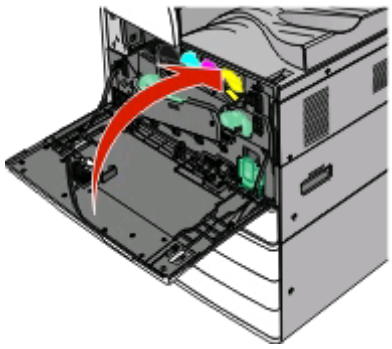
1 Open the front door.



2 Press the printer power switch.



3 Close the front door.



Installing internal options

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Available internal options

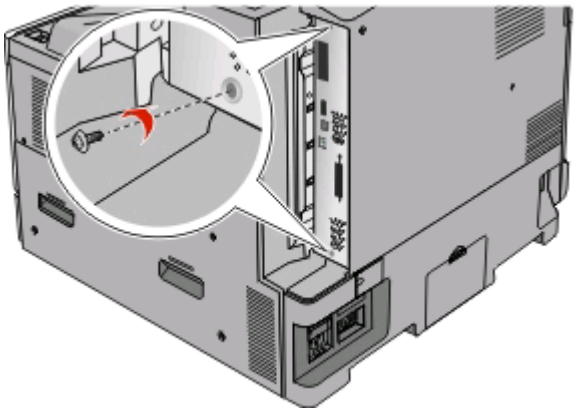
- Memory cards
  - Printer memory
  - Flash memory
  - Fonts
- Firmware cards
  - Bar Code
  - PrintCryption™
- Printer hard disk

Accessing the system board

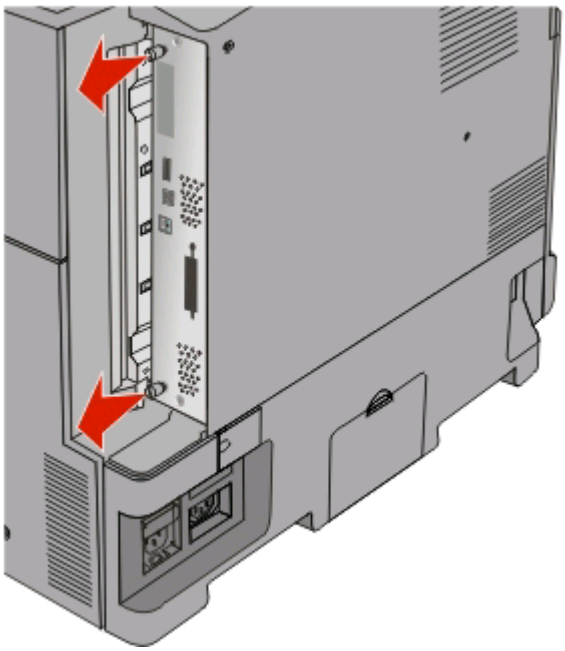
CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Note: This task requires a flathead screwdriver.

1 Turn the screws counterclockwise to loosen them.

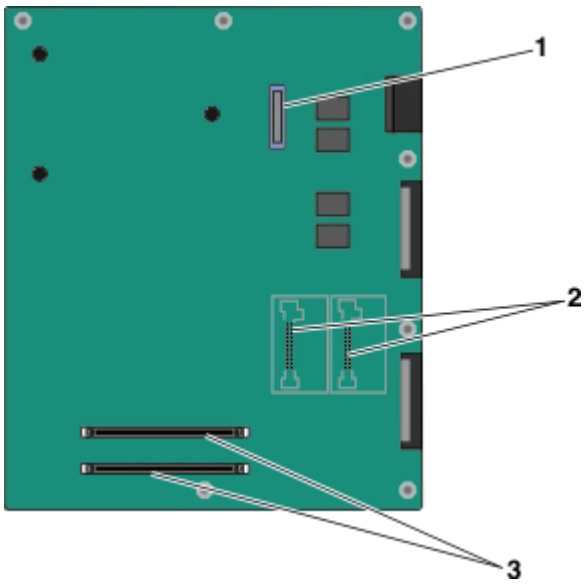


2 Pull the system board forward to remove it.



3 Use the following illustration to locate the appropriate connectors.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.



1	ISP connector
2	Firmware and flash memory card connectors
3	Memory card connectors

4 Reattach the system board cover.

Installing a memory card

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

An optional memory card can be purchased separately and attached to the system board.

1. Access the system board.

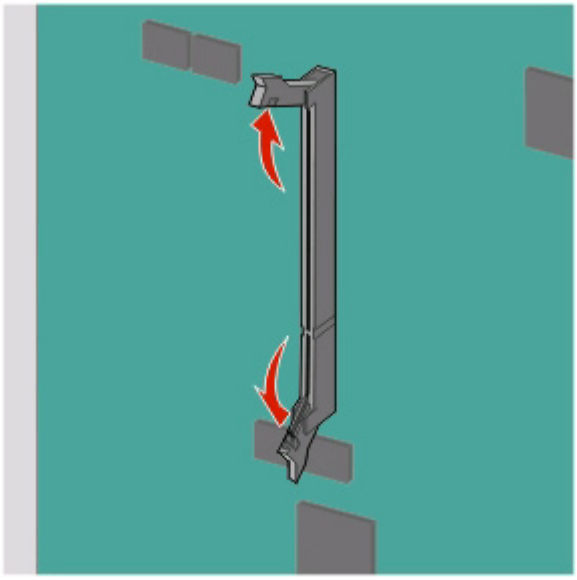
   For more information, see “Accessing the system board” on page 33.

   Note: This task requires a flathead screwdriver.

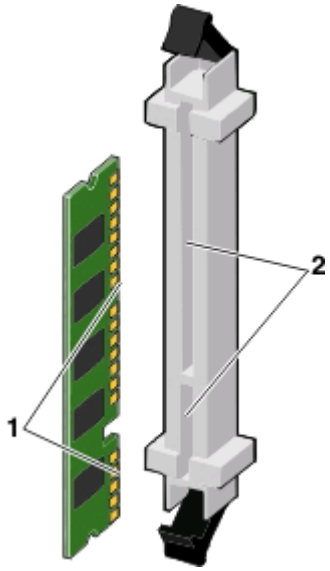
2. Unpack the memory card.

   Note: Avoid touching the connection points along the edge of the card.

3. On the system board, open the memory card connector latches.

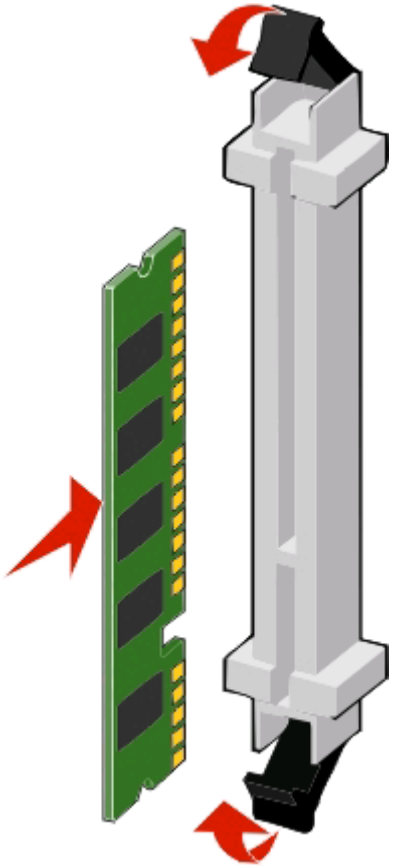


4 Align the notches on the memory card to the ridges on the connector.



1	Notch
2	Ridge

5 Push the memory card straight into the connector until it *clicks* into place.



6 Reattach the system board cover.

Installing a flash memory or firmware card

The system board has two connections for an optional flash memory or firmware card. Only one of each may be installed, but the connectors are interchangeable.

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

1. Access the system board.

   For more information, see “Accessing the system board” on page 33.

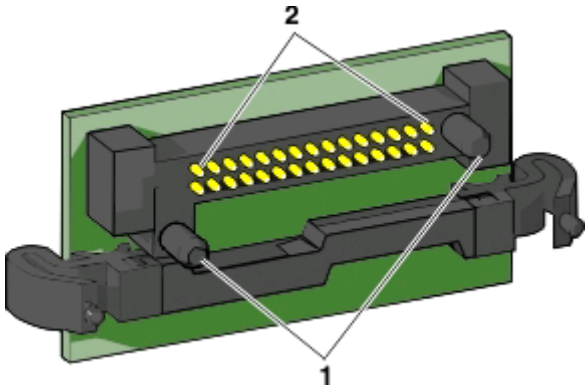
   Notes:

   - This task requires a flathead screwdriver.
   - Do not unplug the fan cable upon opening the metal panel.

2. Unpack the card.

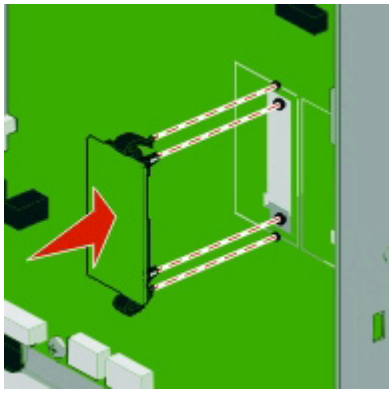
   Note: Avoid touching the connection points along the edge of the card.

3. Holding the card by its sides, align the plastic pins on the card with the holes on the system board.



1	Plastic pins
2	Metal pins

4 Push the card firmly into place.



Notes:

- The entire length of the connector on the card must touch and be flush against the system board.
- Be careful not to damage the connectors.

5 Reattach the system board cover.

Installing an Internal Solutions Port

The system board supports one optional Lexmark™ Internal Solutions Port (ISP).

Note: This task requires a flathead screwdriver.

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

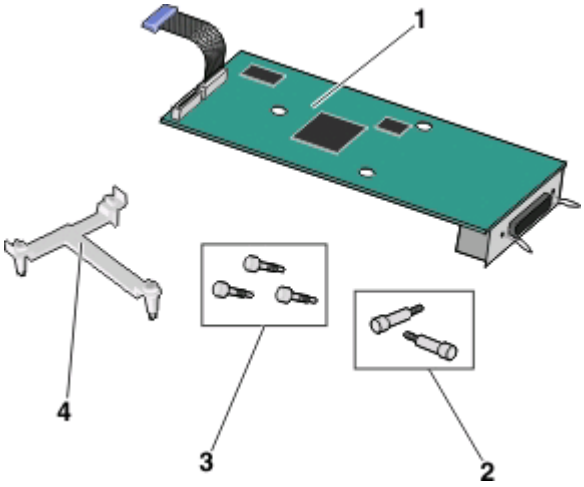
1 Access the system board.

For more information, see “Accessing the system board” on page 33.

2 Remove the printer hard disk.

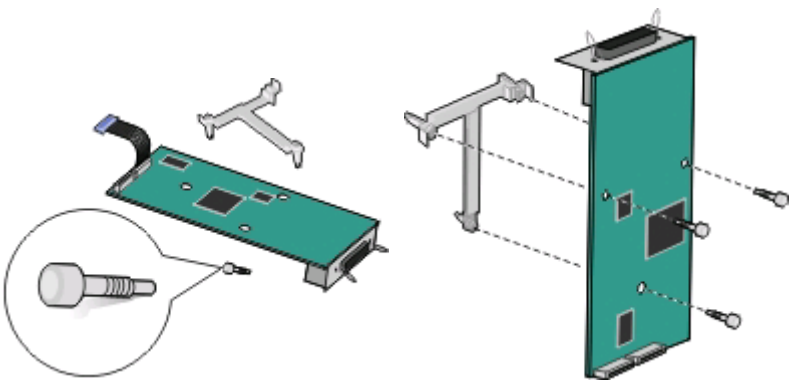
For more information, see “Removing a printer hard disk” on page 46

3 Unpack the ISP kit.

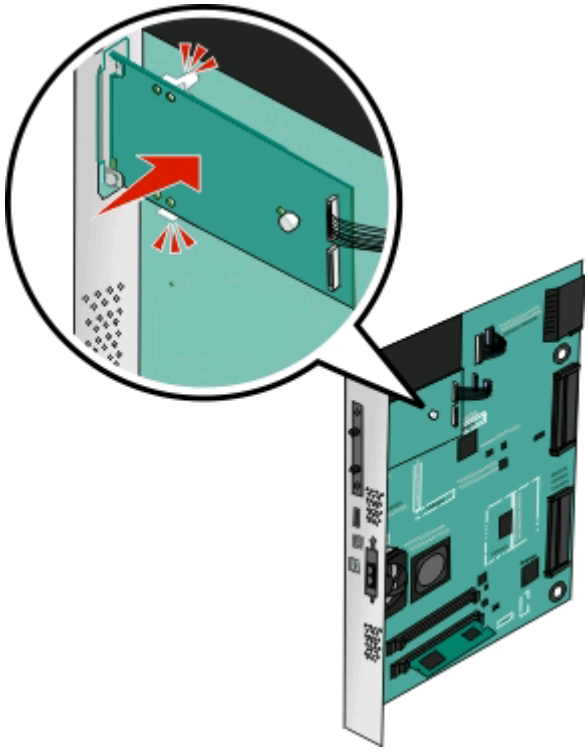


1	ISP solution
2	Screws for the ISP solution
3	Screws for the plastic bracket
4	Plastic bracket

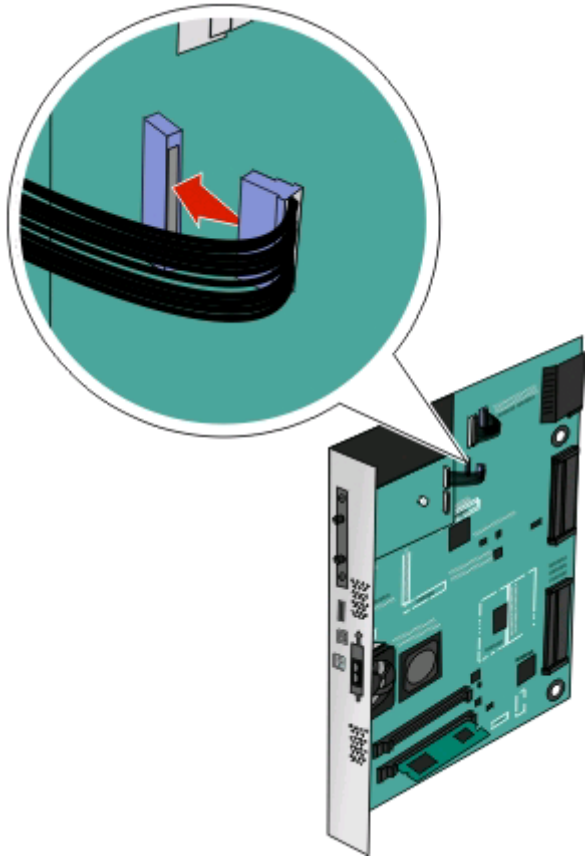
4 Use the provided screws to attach the plastic bracket to the ISP solution.



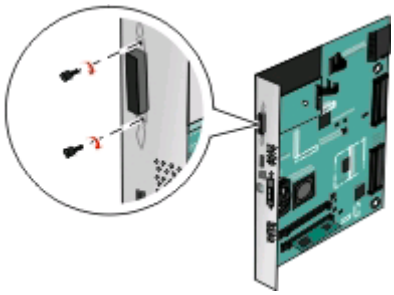
5 Use the provided screw to attach the ISP solution to the system board cage.



6 Connect the ISP solution interface cable into the receptacle of the system board.



7 Firmly connect the ISP solution to the system board cage using two screws.



Installing a printer hard disk

Note: This task requires a flathead screwdriver.

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

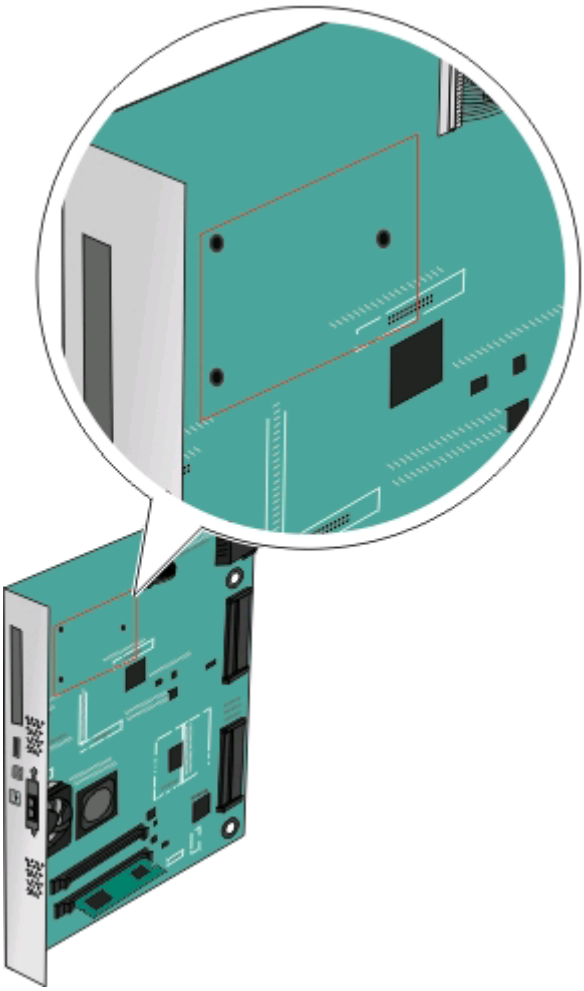
Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

1 Access the system board.

For more information, see “Accessing the system board” on page 33.

2 Unpack the printer hard disk.

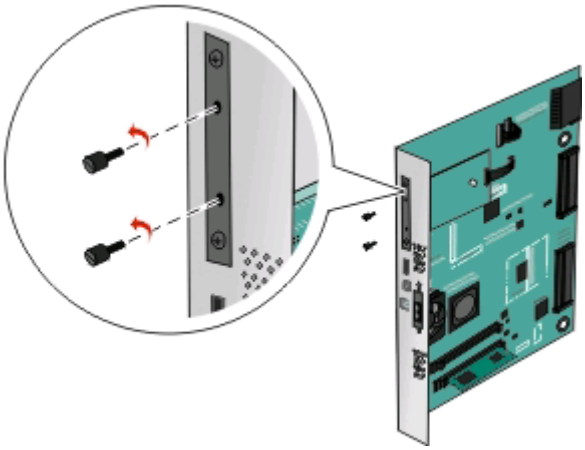
3 Locate the appropriate connector on the system board.



Note: If an optional ISP is currently installed, then the printer hard disk must be installed onto the ISP.

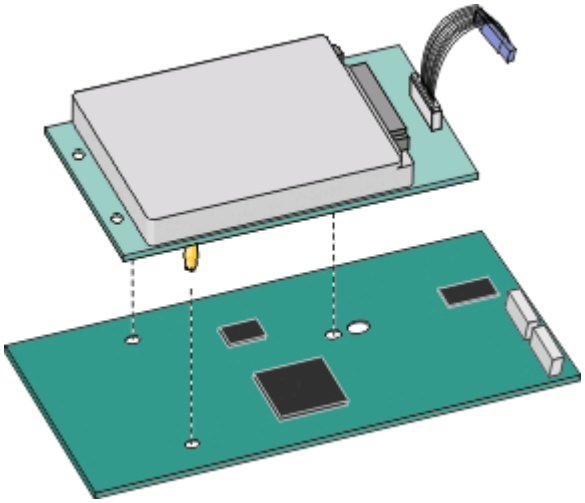
To install a printer hard disk onto the ISP:

a Using a flathead screwdriver, loosen the screws.



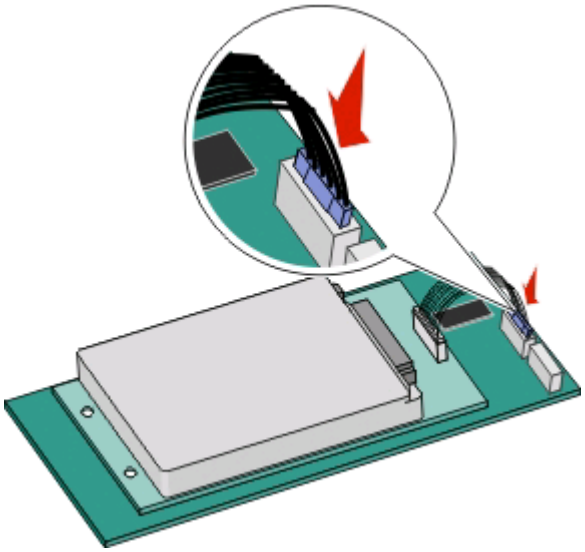
b Remove the screws attached to the printer hard disk mounting bracket, and then remove the bracket.

c Align the standoffs of the printer hard disk to the holes in the ISP, and then press down on the printer hard disk until the standoffs are in place.



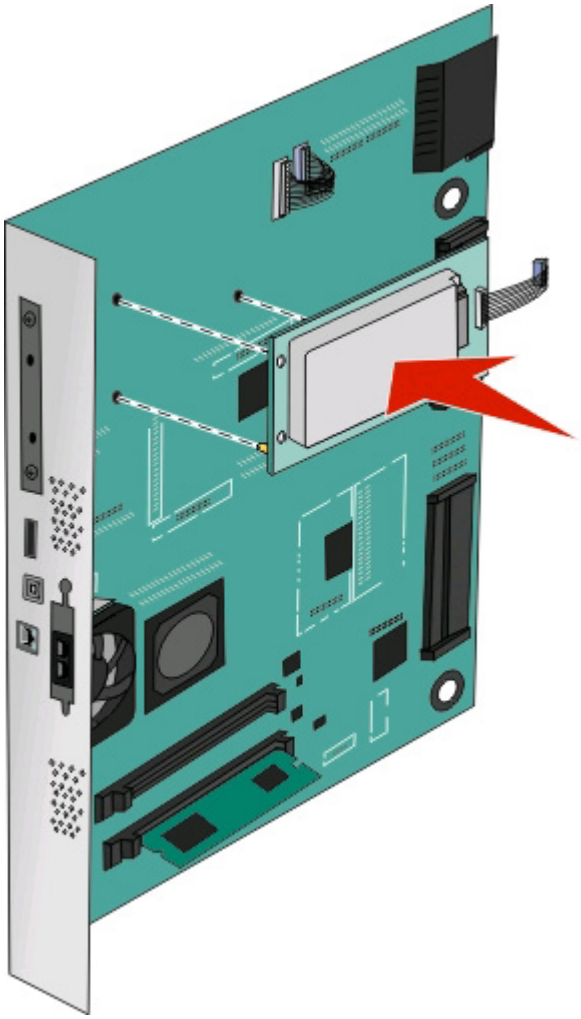
d Insert the plug of the printer hard disk interface cable into the receptacle of the ISP.

Note: The plugs and receptacles are color-coded.

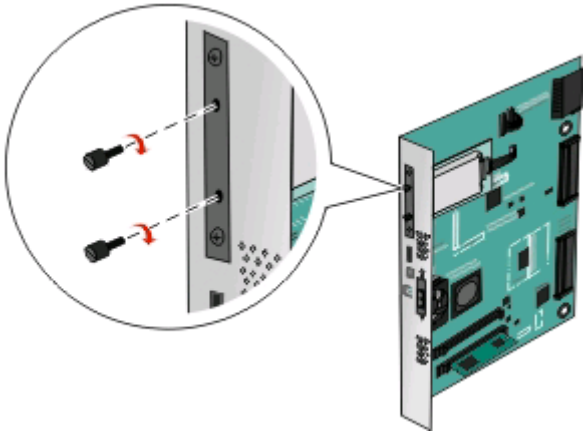


To install a printer hard disk directly on the system board:

a Align the standoffs of the printer hard disk to the holes in the system board, and then press down on the printer hard disk until the standoffs are in place.

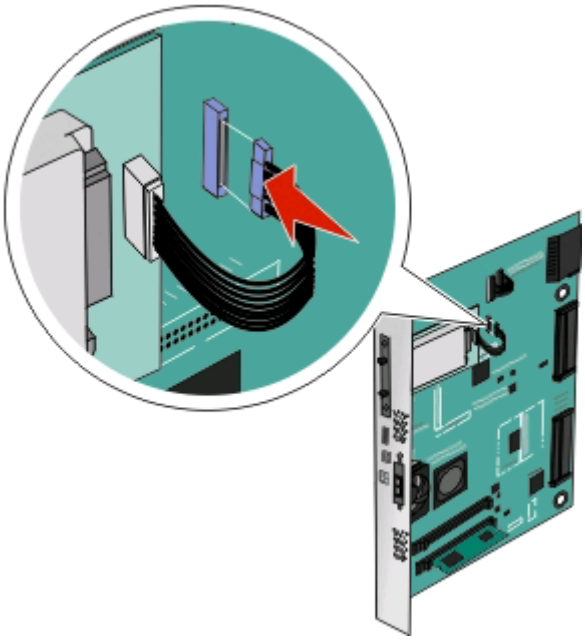


b Use the two provided screws to attach the printer hard disk mounting bracket.



c Insert the plug of the printer hard disk interface cable into the receptacle of the system board.

Note: The plugs and receptacles are color-coded.



4 Reattach the system board cover.

Removing a printer hard disk

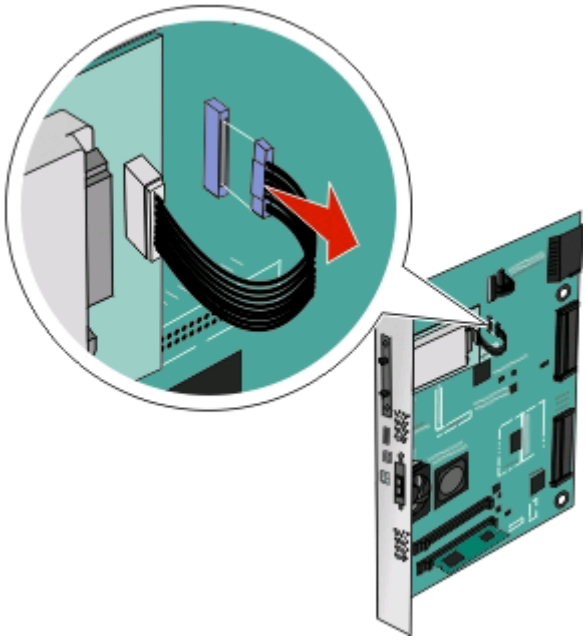
Note: This task requires a flathead screwdriver.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

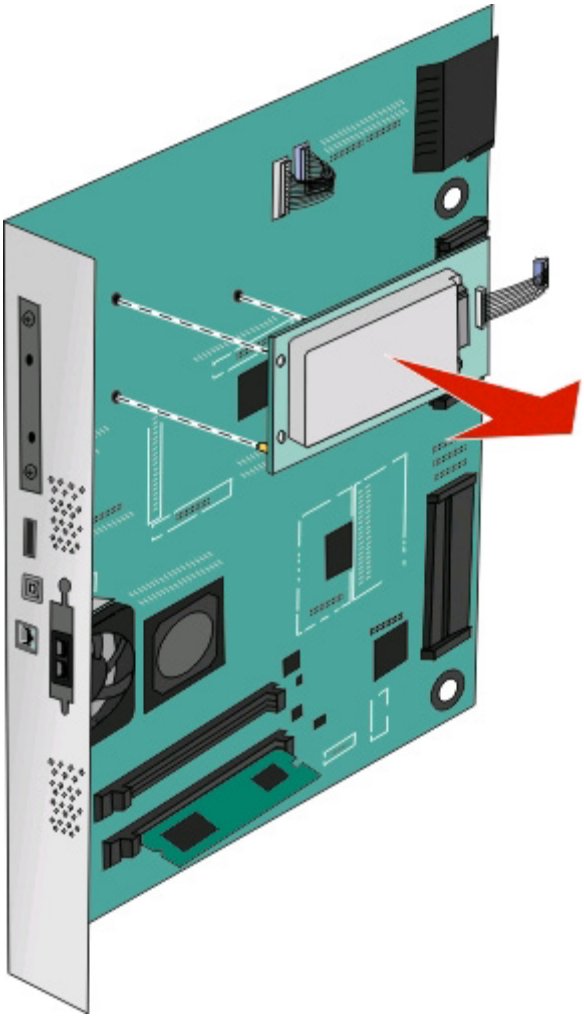
1. Access the system board.

   For more information, see “Accessing the system board” on page 33.

2. Unplug the printer hard disk interface cable from the system board, leaving the cable attached to the printer hard disk. To unplug the cable, squeeze the paddle at the plug of the interface cable to disengage the latch before pulling the cable out.



3 Remove the screws while holding the printer hard disk in place, and then remove the printer hard disk.



4 Set the printer hard disk aside.

5 Reattach the system board cover.

Installing optional trays

Order of installation

CAUTION—TIPPING HAZARD: Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using a high-capacity input tray, a duplex unit and an input option, or more than one input option. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, you may need additional furniture. For more information, contact the place where you purchased the printer.

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

Install the printer and any optional trays or finishers you have purchased in the following order:

Using a 1-tray module

- Optional 520-sheet tray (Tray 2)
- Printer
- 2,000-sheet high-capacity feeder
- Finisher

Using a 3-tray module

- 3-tray module
- Printer
- 2,000-sheet high-capacity feeder
- Finisher

Using a tandem-tray module

- Tandem-tray module
- Printer
- 2,000-sheet high-capacity feeder
- Finisher

For information on installing a 1-tray module, 3-tray module, tandem-tray module, high-capacity feeder, or any of the finishers, see the setup documentation that came with the option.

Installing optional trays

The printer supports the following optional trays:

- 1-tray module
- 3-tray module

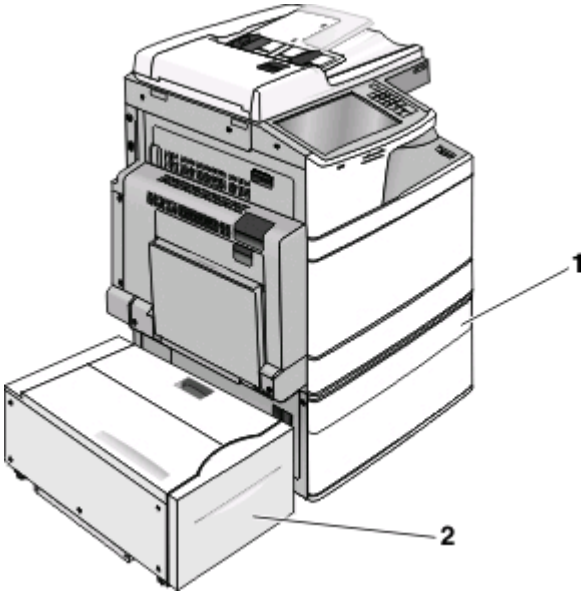
- Tandem-tray module
- High-capacity feeder

CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

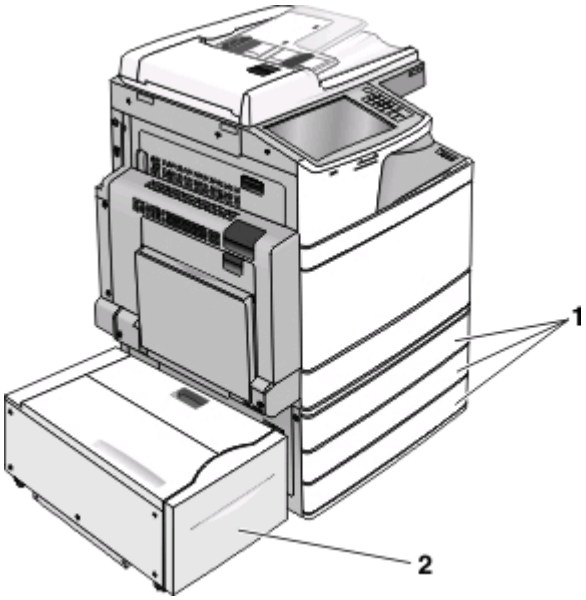
CAUTION—TIPPING HAZARD: Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using a high-capacity input tray, a duplex unit and an input option, or more than one input option. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, you may need additional furniture. For more information, see **www.lexmark.com/multifunctionprinters**.

1. Unpack the optional tray, and then remove all packing material.
2. Place the tray near the printer.
3. Turn off the printer.
4. Align the printer with the tray, and then lower the printer into place.



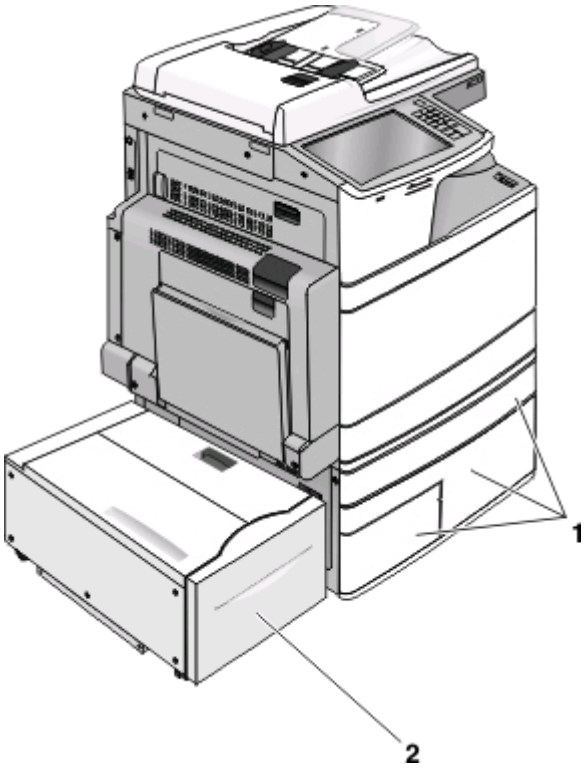
1-tray module

1	1-tray module
2	2,000-sheet high-capacity feeder



3-tray module

1	3-tray module
2	2,000-sheet high-capacity feeder



Tandem-tray module

1	Tandem-tray module
2	2,000-sheet high-capacity feeder

5 Turn the printer back on.

6 Set the printer software to recognize the optional tray. For more information, see “Updating available options in the printer driver” on page 54.

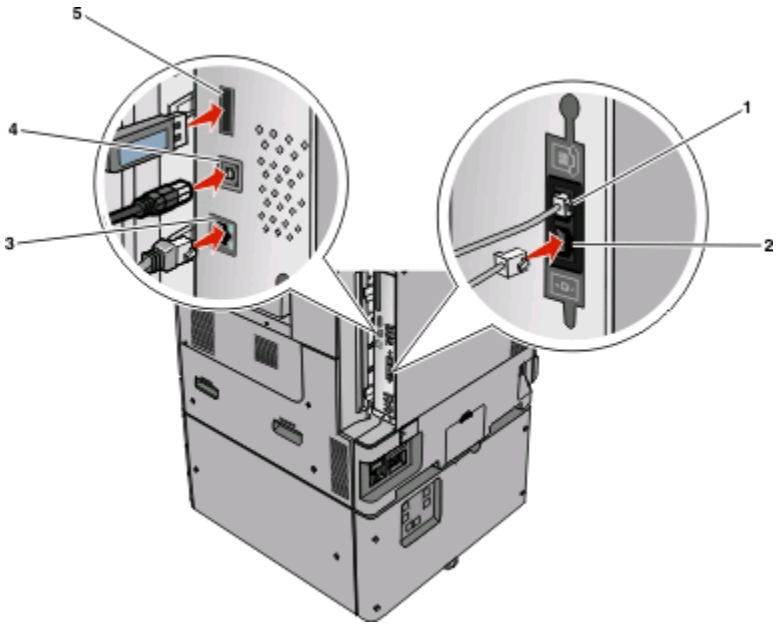
Attaching cables

CAUTION—POTENTIAL INJURY: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.

Connect the printer to the computer using a USB cable or Ethernet cable.

Be sure to match the following:

- The USB symbol on the cable with the USB symbol on the printer
- The appropriate Ethernet cable to the Ethernet port



1	Telephone port
2	Fax port
3	Ethernet port
4	USB printer port
5	USB port

Warning—Potential Damage: Do not touch the USB cable, any network adapter, or the printer in the area shown while actively printing. A loss of data or a malfunction can occur.

Verifying printer setup

Once all hardware and software options are installed and the printer is turned on, verify that the printer is set up correctly by printing the following:

- **Menu settings page**—Use this page to verify that all printer options are installed correctly. A list of installed options appears toward the bottom of the page. If an option you installed is not listed, then it is not installed correctly. Remove the option and install it again.
- **Network setup page**—If your printer is a network model and is attached to a network, print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

Printing a menu settings page

From the home screen, navigate to:

> **Reports** > **Menu Settings Page**

Printing a network setup page

If the printer is attached to a network, then print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

1. From the home screen, navigate to:

   > **Reports** > **Network Setup Page**

2. Check the first section of the network setup page, and confirm that the status is **Connected**.

   If the status is **Not Connected**, then the LAN drop may not be active, or the network cable may be malfunctioning. Consult a system support person for a solution, and then print another network setup page.

Setting up the printer software

Installing the printer software

Note: If you installed the printer software on this computer before but need to reinstall the software, then uninstall the current software first.

For Windows users

1. Close all open software programs.
2. Insert the installation software CD.

   If the installation dialog screen does not appear after a minute, then launch the CD manually:

   a. Click , or click **Start** and then click **Run**.

   b. In the Start Search or Run box, type **D:\setup.exe**, where **D** is the letter of your CD or DVD drive.

   c. Press **Enter**, or click **OK**.

3. Click **Install**, and then follow the instructions on the computer screen.

For Macintosh users

1. Close all open applications.
2. Insert the installation software CD.

   If the installation dialog does not appear after a minute, then click the CD icon on the desktop.

3. Double-click the software installer package, and then follow the instructions on the computer screen.

Using the Internet

1. Go to the Lexmark Web site at **www.lexmark.com**.
2. Navigate to:

   SUPPORT & DOWNLOADS > select your printer > select your operating system

3. Download the driver and install the printer software.

Note: Updated printer software may be available at **http://support.lexmark.com**.

Updating available options in the printer driver

Once the printer software and any options are installed, it may be necessary to manually add the options in the printer driver to make them available for print jobs.

For Windows users

1. Open the printers folder:
   a. Click , or click **Start** and then click **Run**.
   b. In the Start Search or Run box, type **`control printers`**.
   c. Press **Enter**, or click **OK**.
2. Select the printer.
3. Right-click the printer, and then select **Properties**.
4. Click the **Configuration** tab.
5. Click **Update Now - Ask Printer** or manually add any installed hardware options under Configuration Options.
6. Click **Apply**.

For Macintosh users

In Mac OS X version 10.5 or later

1. From the Apple menu, navigate to:

   System Preferences > **Print & Fax** > select your printer > **Options & Supplies** > **Driver**
2. Add any installed hardware options, and then click **OK**.

In Mac OS X version 10.4 or earlier

1. From the Finder, navigate to:

   Go > **Applications** > **Utilities**
2. Double-click **Printer Setup Utility** or **Print Center**.
3. Select your printer.
4. From the Printers menu, choose **Show Info**.
5. Add any installed hardware options, and then click **Apply Changes**.

Setting up wireless printing

Note: A Service Set Identifier (SSID) is a name assigned to a wireless network. Wireless Encryption Protocol (WEP) and Wi-Fi Protected Access (WPA) are types of security used on a network.

Information you will need to set up the printer on a wireless network

Note: Do not connect the installation or network cables until prompted to do so by the setup software.

- **SSID**—The SSID is also referred to as the network name.
- **Wireless Mode (or Network Mode)**—The mode will be either infrastructure or ad hoc.
- **Channel (for ad hoc networks)**—The channel defaults to auto for infrastructure networks.

  Some ad hoc networks will also require the auto setting. Check with your system support person if you are not sure which channel to select.
- **Security Method**—There are three basic options for Security Method:
  - WEP key

    If your network uses more than one WEP key, enter up to four in the provided spaces. Select the key currently in use on the network by selecting the Default WEP Transmit Key.

    or
  - WPA or WPA2 passphrase

    WPA includes encryption as an additional layer of security. The choices are AES or TKIP. Encryption must be set for the same type on the router and on the printer, or the printer will not be able to communicate on the network.
  - No security

    If your wireless network does not use any type of security, then you will not have any security information.

    Note: Using an unsecured wireless network is not recommended.

If you are installing the printer on an 802.1X network using the Advanced method, then you may need the following:

- Authentication type
- Inner authentication type
- 802.1X username and password
- Certificates

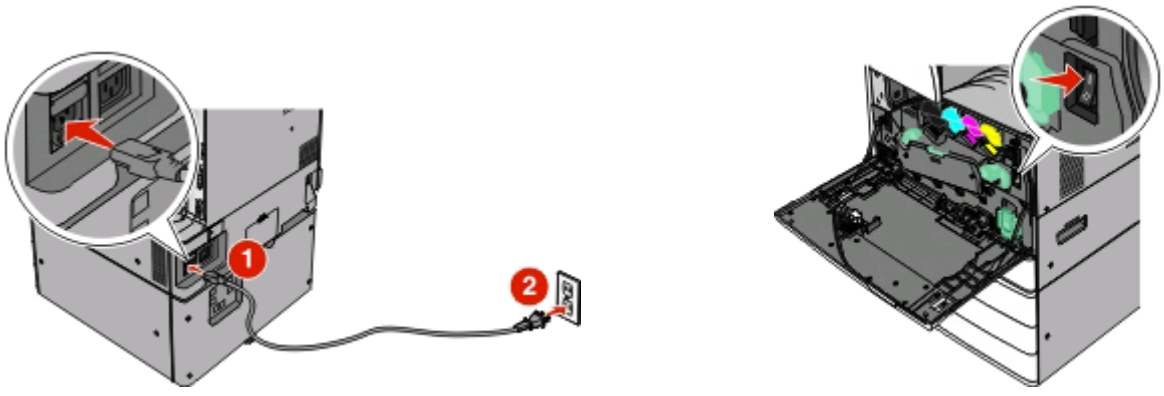
Note: For more information on configuring 802.1X security, see the *Networking Guide* on the *Software and Documentation* CD.

Installing the printer on a wireless network (Windows)

Before installing the printer on a wireless network, make sure:

- Your wireless network is set up and working properly.
- The computer you are using is connected to the same wireless network where you want to set up the printer.

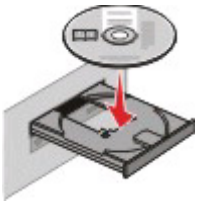
1 Connect the power cable to the printer and then to a properly grounded electrical outlet, and then turn the printer on.



Make sure the printer and computer are fully on and ready.

Do not connect the USB cable until instructed to do so on the computer screen.

2 Insert the *Software and Documentation* CD.



3 Click **Install**, and then follow the instructions on the computer screen.

4 Select **Wireless connection** when asked to choose a connection type.

5 From the Wireless Configuration dialog, select **Guided Setup (Recommended)**.

Note: Choose **Advanced Setup** only if you want to customize your installation.

6 Temporarily connect a USB cable between the computer on the wireless network and the printer.

Note: After the printer is configured, the software will instruct you to disconnect the temporary USB cable so you can print wirelessly.

7 Follow the instructions on the computer screen.

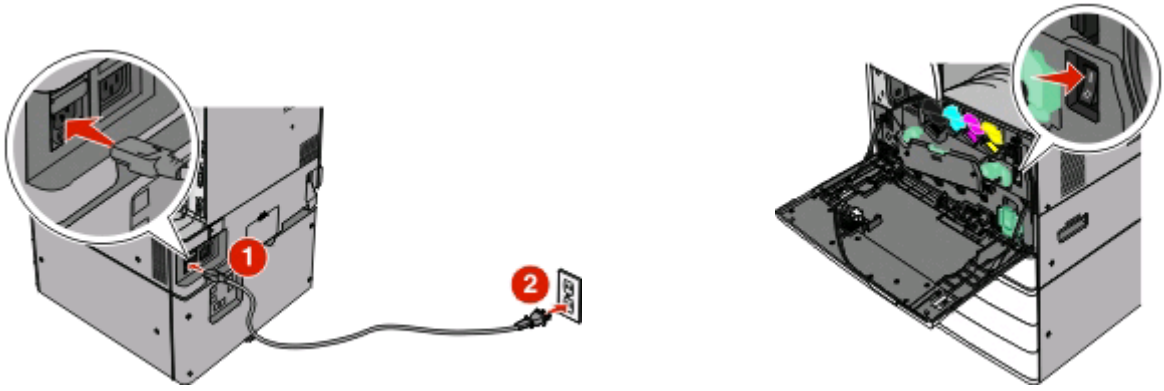
Note: For more information on allowing other computers on the network to use the wireless printer, see the *Networking Guide*.

Installing the printer on a wireless network (Macintosh)

Make sure to disconnect the Ethernet cable when installing the printer on a wireless network.

Prepare to configure the printer

1 Connect the power cable to the printer and then to a properly grounded electrical outlet, and then turn the printer on.



2 Locate the printer MAC address.

   a From the home screen, navigate to:

   > **Reports** > **Network Setup Page**

   b In the Standard Network Card section, look for **UAA (MAC)**.

   Note: You will need this information later.

Enter the printer information

1 Access the AirPort options:

In Mac OS X version 10.5 or later

From the Apple menu, navigate to:

System Preferences > **Network** > **AirPort**

In Mac OS X version 10.4 or earlier

From the Finder, navigate to:

Applications > **Internet Connect** > **AirPort**

2 From the Network Name pop-up menu, select **print server [yyyyyy]**, where the **y**'s are the last six digits of the MAC address located on the MAC address sheet.

3 Open a Web browser.

4 From the Bookmarks menu, select **Show** or **Show All Bookmarks**.

5 Under COLLECTIONS, select **Bonjour** or **Rendezvous**, and then double-click the printer name.

Note: The application referred to as *Rendezvous* in Mac OS X version 10.2 is now called *Bonjour* by Apple Inc.

6 From the Embedded Web Server, navigate to where the wireless settings information are stored.

Configure the printer for wireless access

1. Type the network name (SSID) in the appropriate field.
2. Select **Infrastructure** as your Network Mode setting if you are using an access point (wireless router).
3. Select the type of security you want to use to protect your wireless network.
4. Enter the security information necessary for the printer to connect to the wireless network.
5. Click **Submit**.
6. Open the AirPort application on your computer:

   ### In Mac OS X version 10.5 or later

   From the Apple menu, navigate to:

   System Preferences > **Network** > **AirPort**

   ### In Mac OS X version 10.4 or earlier

   From the Finder, navigate to:

   Applications > **Internet Connect** > **AirPort**

7. From the Network pop-up menu, select the name of your wireless network.

Configure your computer to use the printer wirelessly

To print on a network printer, each Macintosh user must install a custom printer driver file and create a print queue in the Printer Setup Utility or Print Center.

1. Install a printer driver file on the computer:
   a. Insert the *Software and Documentation* CD, and then double-click the installer package for the printer.
   b. Follow the instructions on the computer screen.
   c. Select a destination, and then click **Continue**.
   d. From the Easy Install screen, click **Install**.
   e. Type the user password, and then click **OK**.
   All necessary applications are installed in the computer.
   f. Click **Close** when installation is complete.
2. Add the printer:
   a. For IP printing:

   ### In Mac OS X version 10.5 or later

   1. From the Apple menu, navigate to:
      System Preferences > **Print & Fax**
   2. Click **+**, and then click the **IP** tab.
   3. Type the IP address of the printer in the address field, and then click **Add**.

   ### In Mac OS X version 10.4 or earlier

   1. From the Finder, navigate to:
      Applications > **Utilities**
   2. Double-click **Printer Setup Utility** or **Print Center**.

3 From the Printer List, choose **Add**, and then click **IP Printer**.
4 Type the IP address of the printer in the address field, and then click **Add**.

b For AppleTalk printing:

Note: Make sure AppleTalk is activated on your printer.

In Mac OS X version 10.5

1 From the Apple menu, navigate to:
System Preferences > **Print & Fax**
2 Click **+**, and then navigate to:
AppleTalk > select the printer from the list > **Add**

In Mac OS X version 10.4 or earlier

1 From the Finder, navigate to:
Applications > **Utilities**
2 Double-click **Printer Setup Utility** or **Print Center**.
3 From the Printer List, click **Add**.
4 Click **Default Browser** tab > **More Printers**.
5 From the first pop-up menu, select **AppleTalk**.
6 From the second pop-up menu, select **Local AppleTalk Zone**.
7 Select the printer from the list, and then click **Add**.

Installing the printer on a wired network

These instructions apply to Ethernet and fiber optic network connections.

Note: Make sure you have completed the initial setup of the printer.

For Windows users

1 Insert the *Software and Documentation* CD.

If the installation screen does not appear after a minute, then launch the CD manually:

a Click , or click **Start** and then click **Run**.
b In the Start Search or Run box, type `D:\setup.exe`, where `D` is the letter of the CD or DVD drive.
c Press **Enter**, or click **OK**.

2 Click **Install**, and then follow the instructions on the computer screen.

Note: To configure the printer using a static IP address, IPv6, or scripts, select **Advanced Options** > **Administrator Tools**.

3 Select **Ethernet connection**, and then click **Continue**.
4 Attach the appropriate cable to the computer and to the printer when instructed to do so.
5 Select the printer from the list, and then click **Continue**.

Note: If the configured printer does not appear on the list, then click **Modify Search**.

6 Follow the instructions on the computer screen.

For Macintosh users

1. Allow the network DHCP server to assign an IP address to the printer.
2. Obtain the printer IP address. You can:
   a. View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
   b. Print a network setup page or menu settings page and locate the information in the TCP/IP section.

   Note: You will need the IP address if you are configuring access for computers on a different subnet than the printer.
3. Install the printer drivers, and then add the printer.
   a. Install a printer driver file on the computer:
      1. Insert the *Software and Documentation* CD, and then double-click the installer package for the printer.
      2. Follow the instructions on the computer screen.
      3. Select a destination, and then click **Continue**.
      4. From the Easy Install screen, click **Install**.
      5. Type the user password, and then click **OK**.
         All the necessary applications are installed in the computer.
      6. Click **Close** when installation is complete.
   b. Add the printer:
      - For IP printing:

In Mac OS X version 10.5 or later

1. From the Apple menu, navigate to:
   System Preferences > **Print & Fax**
2. Click **+**, and then click the **IP** tab.
3. Type the printer IP address in the address field, and then click **Add**.

In Mac OS X version 10.4 or earlier

1. From the Finder, navigate to:
   Applications > **Utilities**
2. Double-click **Printer Setup Utility** or **Print Center**.
3. From the Printer List, click **Add**, and then click **IP Printer**.
4. Type in the printer IP address in the address field, and then click **Add**.

- For AppleTalk printing:

  Note: Make sure AppleTalk is activated on your printer.

In Mac OS X version 10.5

1. From the Apple menu, navigate to:
   System Preferences > **Print & Fax**
2. Click **+**, and then navigate to:
   AppleTalk > select the printer from the list > **Add**

In Mac OS X version 10.4 or earlier

1. From the Finder, navigate to:
   Applications > **Utilities**
2. Double-click **Printer Setup Utility** or **Print Center**.
3. From the Printer List, click **Add**.
4. Click **Default Browser** tab > **More Printers**.
5. From the first pop-up menu, select **AppleTalk**.
6. From the second pop-up menu, select **Local AppleTalk Zone**.
7. Select the printer from the list, and then click **Add**.

Note: If the printer does not show up in the list, then you may need to add it using the IP address. For more information, contact your system support person.

Changing port settings after installing a new network Internal Solutions Port

When a new Lexmark Internal Solutions Port (ISP) is installed in the printer, the printer configurations on computers that access the printer must be updated since the printer will be assigned a new IP address. All computers that access the printer must be updated with this new IP address.

Notes:

- If the printer has a static IP address, then you do not need to make any changes to the computer configurations.
- If the computers are configured to use network name that will stay the same, instead of by IP address, then you do not need to make any changes to your computer configurations.
- If you are adding a wireless ISP to a printer previously configured for a wired connection, then make sure the wired network is disconnected when you configure the printer to operate wirelessly. If the wired connection remains connected, then the wireless configuration will complete, but the wireless ISP will not be active. In the event that the printer was configured for a wireless ISP while still attached to a wired connection, disconnect the wired connection, turn the printer off, and then turn the printer back on again. This will enable the wireless ISP.
- Only one network connection at a time is active. If you want to switch the connection type between wired and wireless, you must first turn the printer off, connect the cable (to switch to a wired connection) or disconnect the cable (to switch to a wireless connection), and then turn the printer on.

For Windows users

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:
   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
2. Click , or click **Start** and then click **Run**.
3. In the Start Search or Run box, type **`control printers`**.
4. Press **Enter**, or click **OK**.

   The printer folder opens.

5 Locate the printer that has changed.

Note: If there is more than one copy of the printer, then update all of them with the new IP address.

6 Right-click the printer.

7 Click **Properties** > **Ports** tab.

8 Select the port from the list, and then click **Configure Port**.

9 Type the new IP address in the "Printer Name or IP Address" field.

10 Click **OK** > **Close**.

For Macintosh users

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

  Note: You will need the IP address if you are configuring access for computers on a different subnet than the printer.

2 Add the printer:

- For IP printing:

In Mac OS X version 10.5 or later

a From the Apple menu, navigate to:
System Preferences > **Print & Fax**

b Click **+**, and then click the **IP** tab.

c Type the IP address of your printer in the Address field, and then click **Add**.

In Mac OS X version 10.4 or earlier

a From the Finder, navigate to:
Applications > **Utilities**

b Double-click **Printer Setup Utility** or **Print Center**.

c From the Printer List, click **Add**, and then click **IP Printer**.

d Type the IP address of your printer in the Address field, and then click **Add**.

- For AppleTalk printing:

  Note: Make sure AppleTalk is activated on your printer.

In Mac OS X version 10.5

a From the Apple menu, navigate to:
System Preferences > **Print & Fax**

b Click **+**, and then navigate to:
AppleTalk > select the printer from the list > **Add**

In Mac OS X version 10.4 or earlier

a From the Finder, navigate to:
Applications > **Utilities**

b Double-click **Printer Setup Utility** or **Print Center**.

c From the Printer List, click **Add**.

d Click the **Default Browser** tab > **More Printers**.

e From the first pop-up menu, select **AppleTalk**.

f From the second pop-up menu, select **Local AppleTalk Zone**.

g Select the printer from the list, and then click **Add**.

Setting up serial printing

In serial printing, data is transferred one bit at a time. Although serial printing is usually slower than parallel printing, it is the preferred option when there is a great deal of distance between the printer and computer or when an interface with a better transfer rate is not available.

After installing the serial or communication (COM) port, configure the printer and the computer so they can communicate. Make sure you have connected the serial cable to the COM port on your printer.

1 Set the parameters in the printer:

a From the printer control panel, navigate to the menu with port settings.

b Locate the menu with serial port settings.

c Make any necessary changes to the serial settings.

d Save the new settings, and then print a menu settings page.

2 Install the printer driver:

a Insert the *Software and Documentation* CD.

If the installation screen does not appear after a minute, then launch the CD manually::

1 Click , or click **Start** and then click **Run**.

2 In the Start Search or Run box, type **`D:\setup.exe`**, where **`D`** is the letter of the CD or DVD drive.

3 Press **Enter**, or click **OK**.

b Click **Advanced Options** > **Custom Install**.

c Follow the instructions on the computer screen

d From the Configure Printer Connection dialog, select **Connect through a port discovered on your computer**, and then select a port.

e If the port is not in the list, then click **Refresh**.

or

Navigate to:

Add port > select a port type > enter necessary information > **OK**

f Click **Continue**.

1 If you want to add another printer, then click **Add Another**.

2 If you want to make changes, then select a printer, and then click **Edit**.

3 Follow the instructions on the computer screen.

g Click **Finish**.

3 Set the COM port parameters:

After installing the printer driver, set the serial parameters in the COM port assigned to the printer driver.

Note: Make sure the serial parameters in the COM port match the serial parameters you set in the printer.

a Open the Device Manager.

1. Click , or click **Start** and then click **Run**.
2. In the Start Search or Run box, type **`devmgmt.msc`**.
3. Press **Enter**, or click **OK**.

b Look for Ports, and then click **+** to expand the list of available ports.

c Right-click the COM port where you attached the serial cable to your computer (example: COM1).

d Click **Properties**.

e On the Port Settings tab, set the serial parameters to the same serial parameters in the printer. Check the serial heading of the menu settings page for the printer settings.

f Click **OK**, and then close all the windows.

g Print a test page to verify printer installation.

Minimizing your printer's environmental impact

Lexmark is committed to environmental sustainability and is continually improving its printers to reduce their impact on the environment. We design with the environment in mind, engineer our packaging to reduce materials, and provide collection and recycling programs. For more information, see:

- The Notices chapter
- The Environmental Sustainability section of the Lexmark Web site at **www.lexmark.com/environment**
- The Lexmark recycling program at **www.lexmark.com/recycle**

By selecting certain printer settings or tasks, you may be able to reduce your printer's impact even further. This chapter outlines the settings and tasks that may yield a greater environmental benefit.

Saving paper and toner

Studies show that as much as 80% of the carbon footprint of a printer is related to paper usage. You can significantly reduce your carbon footprint by using recycled paper and the following printing suggestions, such as printing on both sides of the paper and printing multiple pages on one side of a single sheet of paper.

To quickly save paper and energy using one printer setting, use Eco-Mode.

Using recycled paper

As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser/LED printers. For more information on recycled papers that work well with your printer, see “Using recycled paper and other office papers” on page 87.

Conserving supplies

Use both sides of the paper

If your printer model supports duplex printing, you can control whether print appears on one or two sides of the paper by selecting **2-sided printing** from the Print dialog or from the Lexmark Toolbar.

Place multiple pages on one sheet of paper

You can print up to 16 consecutive pages of a multiple-page document onto one side of a single sheet of paper by selecting a setting from the Multipage printing (N-Up) section of the Print dialog screen.

Check your first draft for accuracy

Before printing or making multiple copies of a document:

- Use the preview feature, which you can select from the Print dialog or from the Lexmark Toolbar to see how the document will look like before you print it.
- Print one copy of the document to check its content and format for accuracy.

Avoid paper jams

Correctly set the paper type and size to avoid paper jams. For more information, see “Avoiding jams” on page 262.

Print in black and white

To print all text and graphics using only the black toner cartridge, set the printer to Black Only. For more information, see “Printing in black and white” on page 96.

Use Max Speed or Max Yield settings

The Max Speed and Max Yield settings let you choose between a faster print speed or a higher toner yield. Max Speed is the factory default setting. For more information, see “Using Max Speed and Max Yield” on page 97.

Saving energy

Using Eco-Mode

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:

   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Click **Settings** > **General Settings** > **Eco-Mode** > select a setting > **Submit**.

Choose	To
Off	Use factory default settings for all settings associated with Eco-Mode. This setting supports the performance specifications of your printer.
Energy	Reduce energy use, especially when the printer is idle. • Printer engine motors do not start until it is ready to print. You may notice a short delay before the first page is printed. • The printer enters Sleep mode after one minute of inactivity. • When the printer enters Sleep mode, the printer control panel display and the standard exit bin lights are turned off. • If scanning is supported, the scanner lamps are activated only when a scan job is started.
Energy/Paper	Use all the settings associated with Energy mode and Paper mode.
Paper	• Enable the automatic duplex feature. • Turn off print log features.

Reducing printer noise

To select a Quiet Mode setting using the Embedded Web Server:

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:

   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Click **Settings** > **General Settings** > **Quiet Mode** > select a setting > **Submit**.

Choose	To
Off **Note:** Selecting **Photo** from the driver may disable Quiet Mode and provide better print quality and full speed printing.	Use factory default settings. This setting supports the performance specifications of your printer.
On	Reduce printer noise. • Print jobs will process at a reduced speed. • Printer engine motors do not start until a document is ready to print. There will be a short delay before the first page is printed. • If your printer has faxing capability, fax sounds are reduced or disabled, including those made by the fax speaker and ringer. The fax is placed in standby mode. • The alarm control and cartridge alarm sounds are turned off. • The printer will ignore the Advance Start command.

Adjusting Sleep Mode

To save energy, you can decrease the number of minutes before the printer enters Sleep Mode.

Available settings range from 2–240 minutes. The factory default setting is 30 minutes.

Using the Embedded Web Server

1. Type the printer IP address or host name in the address field of your Web browser.

   If you do not know the IP address or host name of the printer, then you can:

   - View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or menu settings page and locate the information in the TCP/IP section.

2. Click **Settings** > **General Settings** > **Timeouts**.
3. In the Sleep Mode field, enter the number of minutes you want the printer to wait before it enters Sleep Mode.
4. Click **Submit**.

Using the printer control panel

1. From the home screen, navigate to:

   > **Settings** > **General Settings** > **Timeouts**

2. Touch the arrows next to **Sleep Mode** to select the number of minutes you want the printer to wait before it enters Sleep Mode.
3. Touch **Submit**.

Using Hibernate Mode

Hibernate is an ultra-low power operating mode. When operating in Hibernate mode, the printer is essentially off, and all other systems and devices are powered down safely.

Note: The Hibernate and Sleep modes can be scheduled.

Using the Embedded Web Server

1. Type the printer IP address in the address field of your Web browser.

   If you do not know the IP address of the printer, then you can:
   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
2. Click **Settings** > **General Settings** > **Sleep Button Settings**.
3. From the Press Sleep Button or Press and Hold Sleep Button drop-down, select **Hibernate**.
4. Click **Submit**.

Using the printer control panel

1. From the home screen, navigate to:

   > **Settings** > **General Settings** > **Press Sleep Button** or **Press and Hold Sleep Button** > **Hibernate**

2. Touch **Submit**.

Adjusting the brightness of the display

To save energy, or if you have trouble reading your display, then adjust the brightness of the display.

Available settings range from 20–100. The factory default setting is 100.

Using the Embedded Web Server

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:
   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
2. Click **Settings** > **General Settings**.

3 In the Screen Brightness field, enter the brightness percentage you want for the display.

4 Click **Submit**.

Using the printer control panel

1 From the home screen, navigate to:

> **Settings** > **General Settings**

2 Touch the arrows until **Screen Brightness** appears, and then select a setting.

3 Touch **Submit**.

Recycling

Lexmark provides collection programs and environmentally progressive approaches to recycling. For more information, see:

- The Notices chapter
- The Environmental Sustainability section of the Lexmark Web site at **www.lexmark.com/environment**
- The Lexmark recycling program at **www.lexmark.com/recycle**

Recycling Lexmark products

To return Lexmark products for recycling:

1 Visit our Web site at **www.lexmark.com/recycle**.

2 Find the product type you want to recycle, and then select your country or region from the list.

3 Follow the instructions on the computer screen.

Note: Printer supplies and hardware not listed in a Lexmark collection program may be recycled through your local recycling center. Contact your local recycling center to determine the items they accept.

Recycling Lexmark packaging

Lexmark continually strives to minimize packaging. Less packaging helps to ensure that Lexmark printers are transported in the most efficient and environmentally sensitive manner and that there is less packaging to dispose of. These efficiencies result in fewer greenhouse emissions, energy savings, and natural resource savings.

Lexmark cartons are 100% recyclable where corrugated recycling facilities exist. Facilities may not exist in your area.

The foam used in Lexmark packaging is recyclable where foam recycling facilities exist. Facilities may not exist in your area.

When you return a cartridge to Lexmark, you can reuse the box that the cartridge came in. Lexmark will recycle the box.

Returning Lexmark cartridges for reuse or recycling

The Lexmark Cartridge Collection Program diverts millions of Lexmark cartridges from landfills annually by making it both easy and free for Lexmark customers to return used cartridges to Lexmark for reuse or recycling. One hundred percent of the empty cartridges returned to Lexmark are either reused or demanufactured for recycling. Boxes used to return the cartridges are also recycled.

To return Lexmark cartridges for reuse or recycling, follow the instructions that came with your printer or cartridge and use the prepaid shipping label. You can also do the following:

1. Visit our Web site at **www.lexmark.com/recycle**.
2. From the Toner Cartridges section, select your country or region from the list.
3. Follow the instructions on the computer screen.

Loading paper and specialty media

Setting the paper size and type

The Paper Size setting is automatically sensed according to the position of the paper guides in each tray except the multipurpose feeder. The Paper Size setting for the multipurpose feeder must be set manually from the Paper Size menu. The Paper Type setting must be set manually for all trays that do not contain plain paper.

From the home screen navigate to:

> **Paper Menu** > **Paper Size/Type** > select a tray > select the paper size or type > **Submit**

Configuring Universal paper settings

The Universal Paper Size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus. Set paper size to Universal for the specified tray when the size you want is not available from the Paper Size menu. Then, specify all of the following Universal size settings for your paper:

- Units of Measure
- Portrait Width
- Portrait Height

Notes:

- The largest supported Universal size is 296.9 x 431.8 mm (11.69 x 17 in.).
- The smallest supported Universal size is 76 x 127 mm (3 x 5 in.) and is loaded only in the multipurpose feeder.

1. From the home screen, navigate to:

   > **Paper Menu** > **Universal Setup** > **Units of Measure** > select a unit of measure

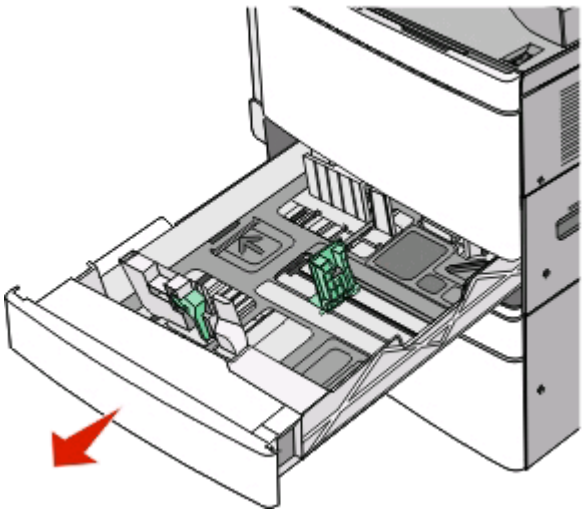
2. Touch **Portrait Width** or **Portrait Height**.
3. Select the width or height, and then touch **Submit**.

Loading the standard or optional 520-sheet tray

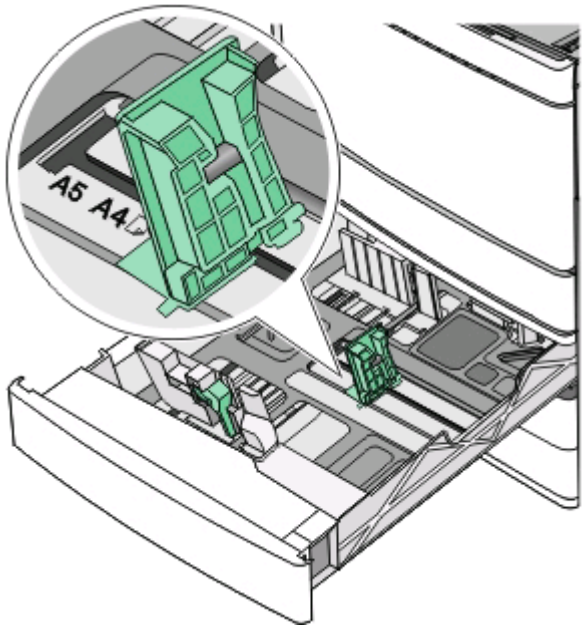
The printer has one standard 520-sheet tray (Tray 1), and may have one or more optional 520-sheet trays. All 520-sheet trays support the same paper sizes and types.

CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.

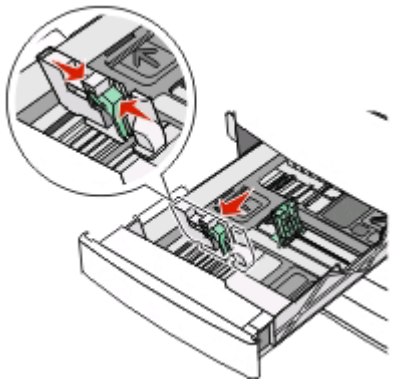
1. Pull the tray out.



Notice the size indicators at the bottom of the tray. Use these indicators to help position the length and width guides.

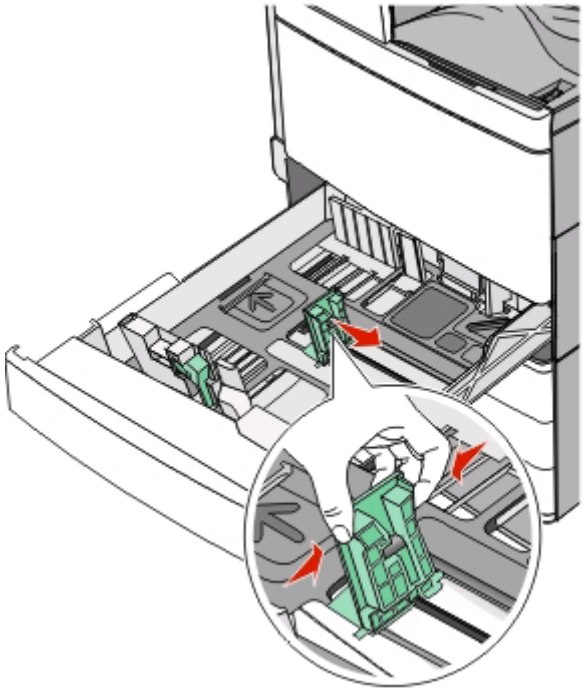


2 Squeeze and then slide the width guide to the correct position for the paper size loaded.

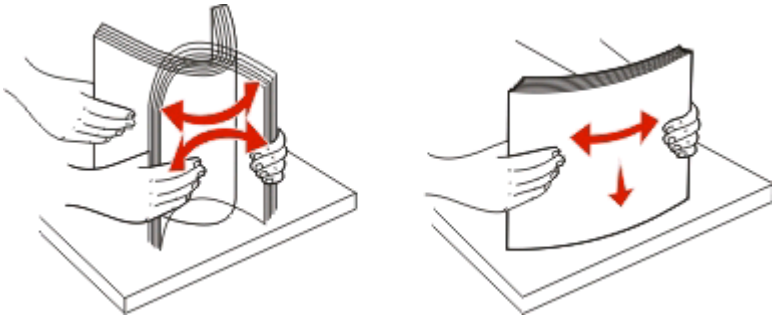


3 Squeeze and then slide the length guide to the correct position for the paper size loaded.

Note: The length guide has a locking device. To unlock, slide the button on top of the length guide down. To lock, slide the button up when a length has been selected.



4 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.

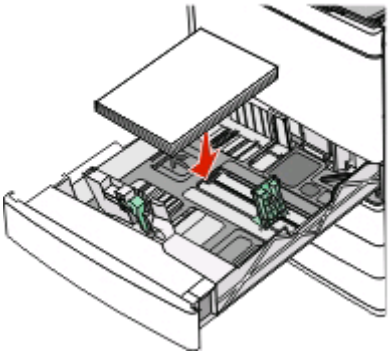


5 Load the paper stack with the recommended print side faceup.

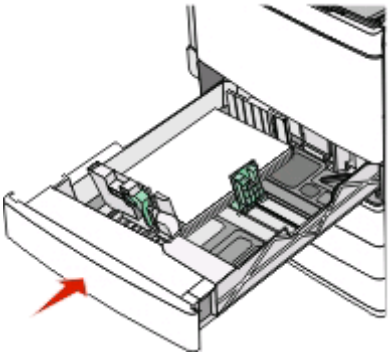
Notes:

- Place print side facedown for duplex printing.
- Place pre-punched paper with the holes toward the front of the tray.
- Place letterheads with the header on the left side of the tray.
- Make sure the paper is below the maximum fill line located on the edge of the paper tray.

Warning—Potential Damage: Overloading the tray can cause paper jams and possible printer damage.



6 Insert the tray.



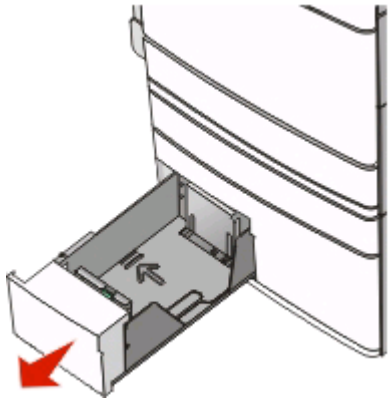
7 From the printer control panel, verify the Paper Size and Paper Type setting for the tray based on the paper you loaded.

Loading the optional 850- and 1,150-sheet trays

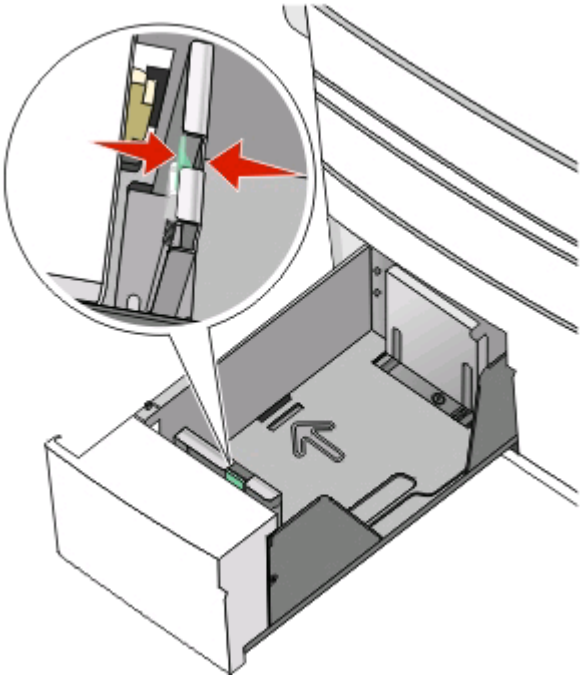
The 850- and 1,150-sheet trays support the same paper sizes and types, and require the same process for loading paper.

CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.

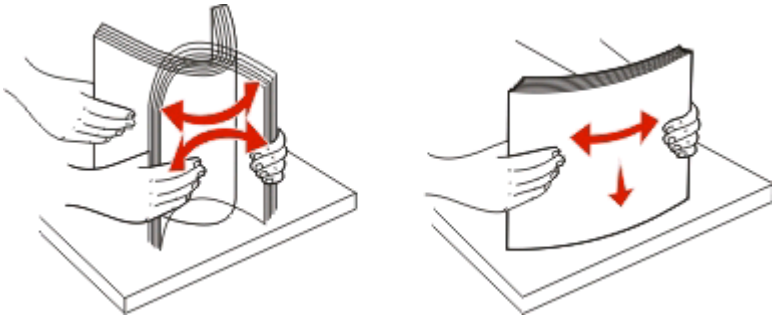
1 Pull the tray out.



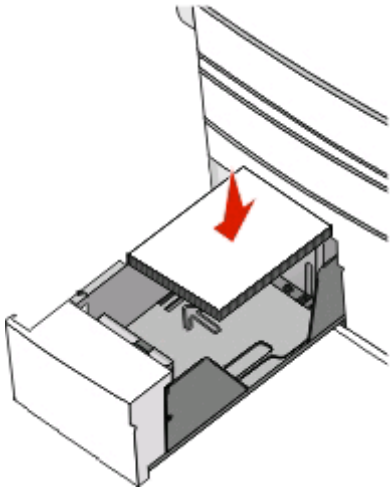
2 Squeeze and then slide the length guide to the correct position for the paper size you are loading.



3 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



4 Load the paper stack with the recommended print side faceup.



Notes:

- Place print side facedown for duplex printing.
- Place pre-punched paper with the holes toward the front of the tray.
- Place letterheads faceup with the header on the left side of the tray.
- Place letterheads facedown with the header on the right side of the tray for duplex printing.
- Make sure the paper is below the maximum fill line located on the edge of the paper tray.

Warning—Potential Damage: Overloading the tray can cause paper jams and possible printer damage.

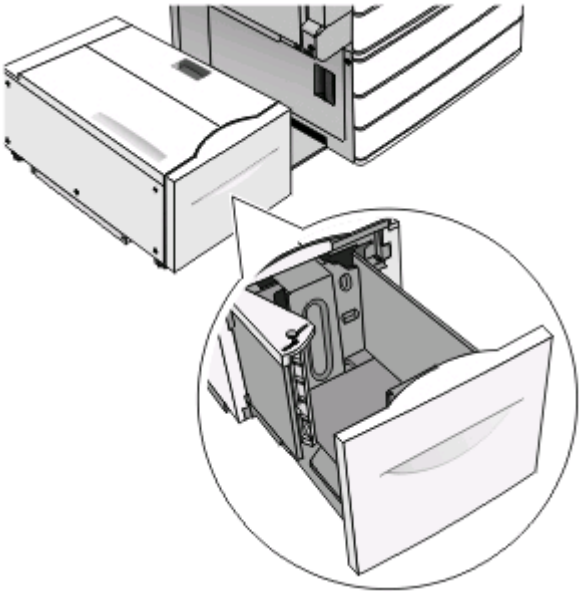
5 Insert the tray.

6 From the printer control panel, verify the Paper Size and Paper Type setting for the tray based on the paper you loaded.

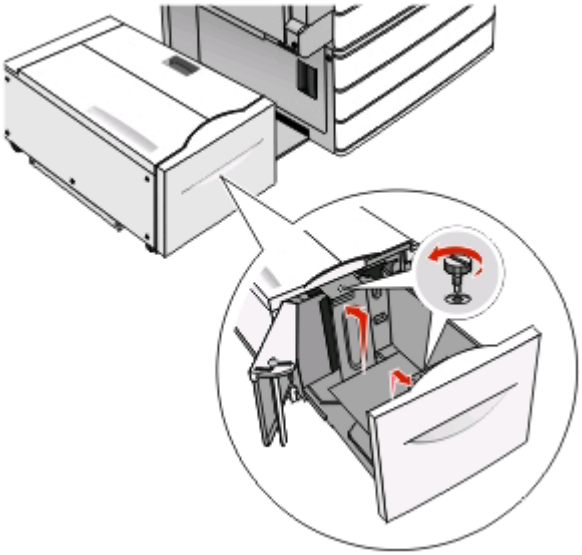
Loading the 2000-sheet high-capacity feeder

The high-capacity feeder can hold up to 2,000 sheets of letter-, A4-, and legal-size paper (80 g/m^2 or 20 lb).

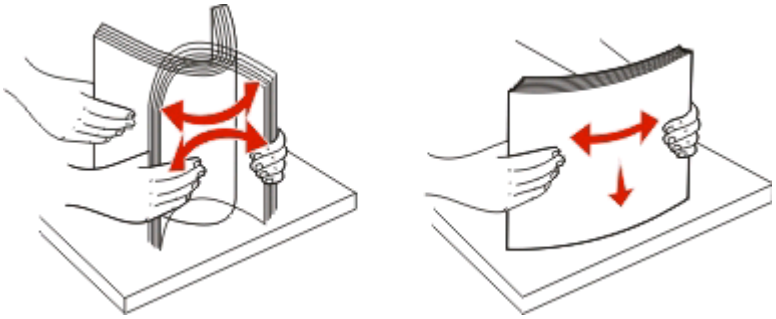
1 Pull the tray out.



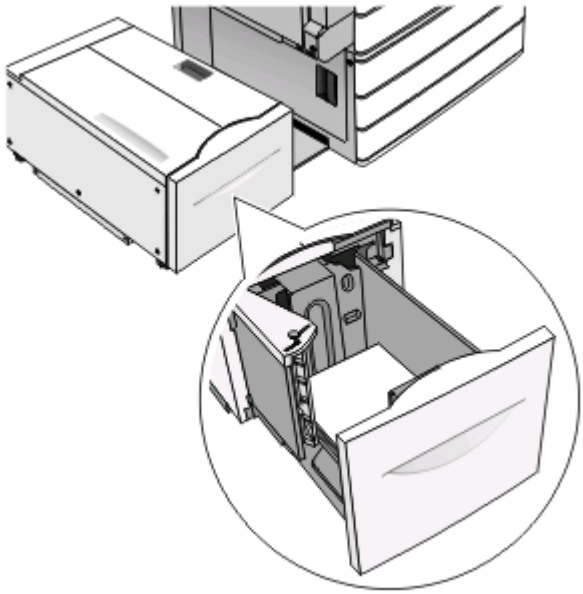
2 Adjust the width guide as necessary.



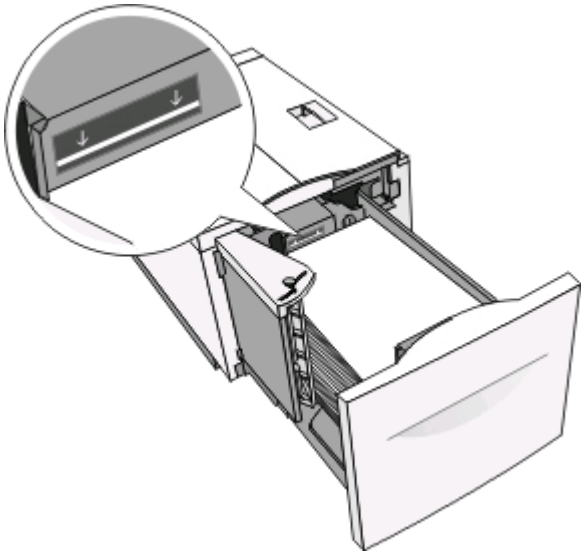
3 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



4 Load paper into the tray with the print side faceup.



Note: Make sure the paper is below the maximum fill line located on the edge of the paper tray. Overloading the tray can cause paper jams and possible printer damage.



Notes:

- Place pre-punched paper with the holes toward the front of the tray.
- Place letterheads faceup with the header on the left side of the tray.
- Place letterheads facedown with the header on the right side of the tray for duplex printing.

5 Insert the tray.

Loading the multipurpose feeder

The multipurpose feeder can hold several sizes and types of print media, such as transparencies, labels, card stock, and envelopes. It can be used for single-page or manual printing, or as an additional tray.

The multipurpose feeder can hold approximately:

- 100 sheets of 75-g/m^2 (20-lb) paper
- 10 envelopes
- 75 transparencies

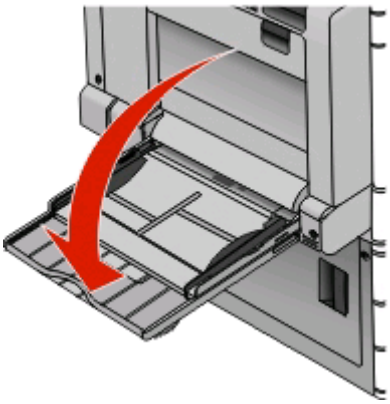
The multipurpose feeder accepts paper or specialty media within the following dimensions:

- Width—89 mm (3.5 in.) to 229 mm (9.02 in.)
- Length—127 mm (5 in.) to 1270 mm (50 in.)

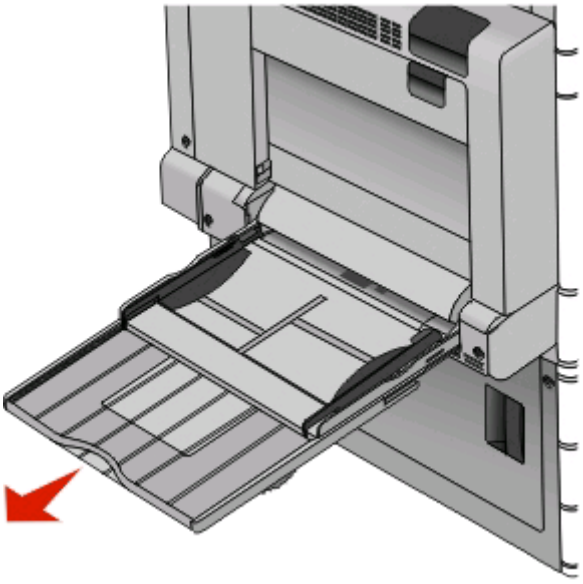
Note: Maximum width and length can be applied only to short-edge feeding.

Note: Do not add or remove paper or specialty media when the printer is printing from the multipurpose feeder or when the printer control panel indicator light is blinking. Doing so may cause a jam.

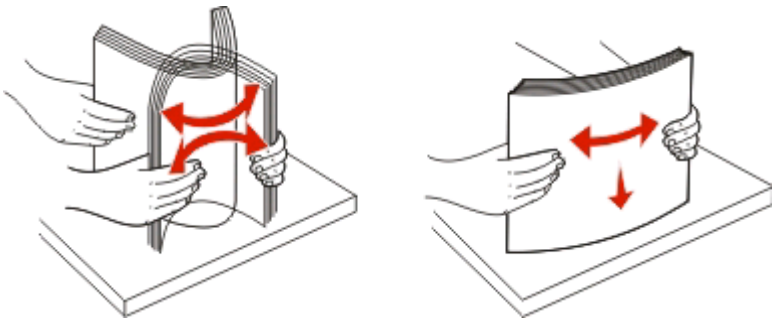
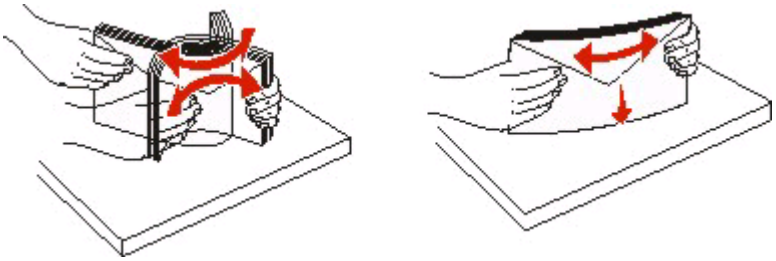
1 Pull down the multipurpose feeder door.



2 For paper or specialty media that is longer than letter-size paper, gently pull the extension until it is fully extended.

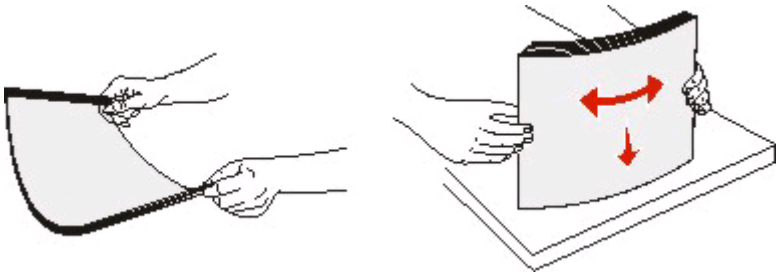


3 Flex the sheets of paper or specialty media back and forth to loosen them. Do not fold or crease them. Straighten the edges on a level surface.

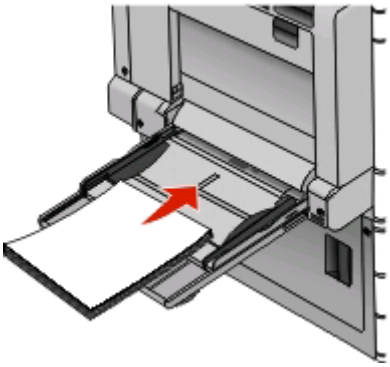
Paper 
Envelopes 

Transparencies

Note: Avoid scratching or touching the print side.



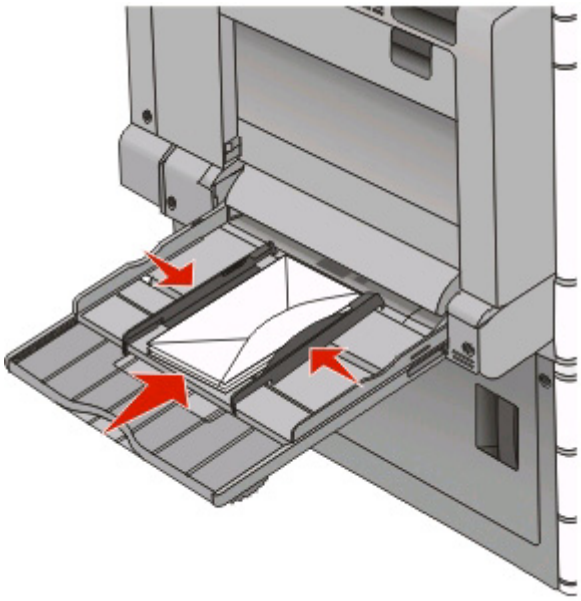
4 Push the paper pick tab, and then load the paper or specialty media. Slide the stack gently into the multipurpose feeder until it comes to a stop, and then release the paper pick tab.



Warning—Potential Damage: Pulling the paper out, without pushing the paper pick tab first, may cause jams or the paper pick tab to break.

- Load paper and transparencies with the recommended print side facedown and the short edge entering the printer first.
- For duplex letterhead printing, place the letterhead faceup and the header entering the printer last.

- Load envelopes with the flap side up and to the right.

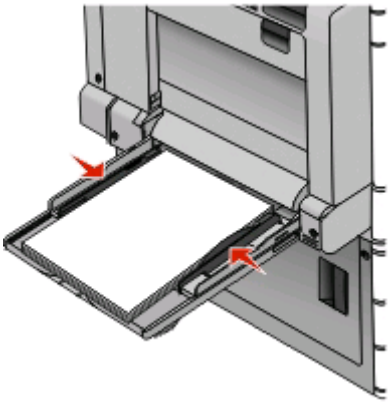


Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

Notes:

- Do not exceed the maximum stack height by forcing paper or transparencies under the stack height limiter.
- Load only one size and type of paper at a time.

5 Adjust the width guide to lightly touch the edge of the stack. Make sure the paper or specialty media fits loosely in the multipurpose feeder, lies flat, and is not bent or wrinkled.



6 From the printer control panel, set the Paper Size and Paper Type for the multipurpose feeder (MP Feeder Size and MP Feeder Type) based on the paper or specialty media loaded.

Linking and unlinking trays

Linking trays

Tray linking is useful for large print jobs or for printing multiple copies. When one linked tray is empty, paper feeds from the next linked tray. When the Paper Size and Paper Type settings are the same for any trays, the trays are automatically linked. The Paper Size setting is automatically sensed according to the position of the paper guides in each tray except Tray 1 and the multipurpose feeder. The Paper Size setting for the multipurpose feeder must be set manually from the Paper Size menu. The Paper Type setting must be set for all trays from the Paper Type menu. The Paper Type menu and the Paper Size menu are both available from the Paper Size/Type menu.

Unlinking trays

Note: Trays that do not have the same settings as any other tray are not linked.

Change one of the following tray settings:

- Paper Type

  Paper Type names describe the paper characteristics. If the name that best describes your paper is used by linked trays, assign a different Paper Type name to the tray, such as Custom Type [x], or define your own custom name.

- Paper Size

  Load a different paper size to automatically change the Paper Size setting for a tray. Paper Size settings for the multipurpose feeder are not automatic; they must be set manually from the Paper Size menu.

Warning—Potential Damage: Do not assign a Paper Type name that does not accurately describe the type of paper loaded in a tray. The temperature of the fuser varies according to the specified Paper Type. Prints may not be properly processed if an inaccurate Paper Type is selected.

Creating a custom name for a paper type

If the printer is on a network, you can use the Embedded Web Server to define a name other than Custom Type [x] for each of the custom paper types loaded into the printer.

1. Type the printer IP address into the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then you can:
   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Click **Settings** > **Paper Menu** > **Custom Name** > type a name > **Submit**.

   Note: This custom name will replace the Custom Type [x] name under the Custom Types and Paper Size and Type menus.

3. Click **Custom Types** > select a paper type > **Submit**.

Assigning a custom paper type name

Assign a custom paper type name to a tray when linking or unlinking trays.

From the home screen, navigate to:

> **Paper Menu** > **Paper Size/Type** > select a custom paper type name > select a tray > **Submit**

Configuring a custom name

If the printer is on a network, then you can use the Embedded Web Server to define a name other than Custom Type [x] for each of the custom paper types loaded into the printer.

1. Type the printer IP address in the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then you can:

   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Click **Settings** > **Paper Menu** > **Custom Types** > select the custom name you want to configure > select a paper or specialty media type > **Submit**.

Paper and specialty media guidelines

Paper guidelines

Paper characteristics

The following paper characteristics affect print quality and reliability. Consider these characteristics when evaluating new paper stock.

Weight

The printer can automatically feed paper weights from 60 to 220 g/m^2 (16 to 58 lb bond) grain long. Paper lighter than 60 g/m^2 (16 lb) might not be stiff enough to feed properly, causing jams. For best performance, use 75 g/m^2 (20 lb bond) grain long paper. For paper smaller than 182 x 257 mm (7.2 x 10.1 in.), we recommend 90 g/m^2 (24 lb) or heavier paper.

Note: Duplex is supported only for 63 g/m^2–170 g/m^2 (17 lb–45 lb bond) paper.

Curl

Curl is the tendency for paper to curl at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold, or dry conditions, even in the trays, can contribute to paper curling prior to printing and can cause feeding problems.

Smoothness

Paper smoothness directly affects print quality. If paper is too rough, toner cannot fuse to it properly. If paper is too smooth, it can cause paper feeding or print quality issues. Always use paper between 100 and 300 Sheffield points; however, smoothness between 150 and 200 Sheffield points produces the best print quality.

Moisture content

The amount of moisture in paper affects both print quality and the ability of the printer to feed the paper correctly. Leave paper in its original wrapper until it is time to use it. This limits the exposure of paper to moisture changes that can degrade its performance.

Condition paper before printing by storing it in its original wrapper in the same environment as the printer for 24 to 48 hours before printing. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.

Grain direction

Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either *grain long*, running the length of the paper, or *grain short*, running the width of the paper.

For 60 to 135 g/m^2 (16 to 36 lb bond) paper, grain long paper is recommended. For papers heavier than 135 g/m^2, grain short is recommended.

Fiber content

Most high-quality xerographic paper is made from 100% chemically treated pulped wood. This content provides the paper with a high degree of stability resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton can negatively affect paper handling.

Unacceptable paper

The following paper types are not recommended for use with the printer:

- Chemically treated papers used to make copies without carbon paper, also known as carbonless papers, carbonless copy paper (CCP), or no carbon required (NCR) paper
- Preprinted papers with chemicals that may contaminate the printer
- Preprinted papers that can be affected by the temperature in the printer fuser
- Preprinted papers that require a registration (the precise print location on the page) greater than ±2.3 mm (±0.9 in.), such as optical character recognition (OCR) forms

  In some cases, registration can be adjusted with a software application to successfully print on these forms.
- Coated papers (erasable bond), synthetic papers, thermal papers
- Rough-edged, rough or heavily textured surface papers, or curled papers
- Recycled papers that fail EN12281:2002 (European)
- Paper weighing less than 60 g/m^2 (16 lb)
- Multiple-part forms or documents

Selecting paper

Using appropriate paper prevents jams and helps ensure trouble-free printing.

To help avoid jams and poor print quality:

- *Always* use new, undamaged paper.
- Before loading paper, know the recommended print side of the paper. This information is usually indicated on the paper package.
- *Do not* use paper that has been cut or trimmed by hand.
- *Do not* mix paper sizes, types, or weights in the same source; mixing results in jams.
- *Do not* use coated papers unless they are specifically designed for electrophotographic printing.

Selecting preprinted forms and letterhead

Use these guidelines when selecting preprinted forms and letterhead:

- Use grain long for 60 to 90 g/m^2 (16 to 24 lb) weight paper.
- Use only forms and letterhead printed using an offset lithographic or engraved printing process.
- Avoid papers with rough or heavily textured surfaces.

Use papers printed with heat-resistant inks designed for use in xerographic copiers. The ink must be able to withstand temperatures up to 190°C (374°F) without melting or releasing hazardous emissions. Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements; latex inks might not. When in doubt, contact the paper supplier.

Preprinted papers such as letterhead must be able to withstand temperatures up to 190°C (374°F) without melting or releasing hazardous emissions.

Using recycled paper and other office papers

As an environmentally conscientious company, Lexmark supports the use of recycled paper produced specifically for use in laser (electrophotographic) printers.

While no blanket statement can be made that all recycled paper will feed well, Lexmark consistently tests papers that represent recycled cut size copier papers available on the global market. This scientific testing is conducted with rigor and discipline. Many factors are taken into consideration both separately and as a whole, including the following:

- Amount of post-consumer waste (Lexmark tests up to 100% post-consumer waste content.)
- Temperature and humidity conditions (Testing chambers simulate climates from all over the world.)
- Moisture content (Business papers should have low moisture: 4–5%.)
- Bending resistance and proper stiffness means optimum feeding through the printer.
- Thickness (impacts how much can be loaded into a tray)
- Surface roughness (measured in Sheffield units, impacts print clarity and how well toner fuses to the paper)
- Surface friction (determines how easily sheets can be separated)
- Grain and formation (impacts curling, which also influences the mechanics of how the paper behaves as it moves through the printer)
- Brightness and texture (look and feel)

Recycled papers are better than ever; however, the amount of recycled content in a paper affects the degree of control over foreign matter. And while recycled papers are one good path to printing in an environmentally responsible manner, they are not perfect. The energy required to de-ink and deal with additives such as colorants and “glue” often generates more carbon emissions than does normal paper production. However, using recycled papers enables better resource management overall.

Lexmark concerns itself with the responsible use of paper in general based on life cycle assessments of its products. To gain a better understanding of the impact of printers on the environment, the company commissioned a number of life cycle assessments and found that paper was identified as the primary contributor (up to 80%) of carbon emissions caused throughout the entire life of a device (from design to end-of-life). This is due to the energy-intensive manufacturing processes required to make paper.

Thus, Lexmark seeks to educate customers and partners on minimizing the impact of paper. Using recycled paper is one way. Eliminating excessive and unnecessary paper consumption is another. Lexmark is well-equipped to help customers minimize printing and copying waste. In addition, the company encourages purchasing paper from suppliers who demonstrate their commitment to sustainable forestry practices.

Lexmark does not endorse specific suppliers, although a converter’s product list for special applications is maintained. However, the following paper choice guidelines will help alleviate the environmental impact of printing:

1. Minimize paper consumption.
2. Be selective about the origin of wood fiber. Buy from suppliers who carry certifications such as the Forestry Stewardship Council (FSC) or The Program for the Endorsement of Forest Certification (PEFC). These certifications guarantee that the paper manufacturer uses wood pulp from forestry operators that employ environmentally and socially responsible forest management and restoration practices.
3. Choose the most appropriate paper for printing needs: normal 75 or 80 g/m^2 certified paper, lower weight paper, or recycled paper.

Unacceptable paper examples

Test results indicate that the following paper types are at risk for use with laser printers:

- Chemically treated papers used to make copies without carbon paper, also known as *carbonless papers*
- Preprinted papers with chemicals that may contaminate the paper
- Preprinted papers that can be affected by the temperature in the printer fuser
- Preprinted papers that require a registration (the precise location on the page) greater than ± 2.3 mm (± 0.9 in.), such as optical character recognition (OCR) forms. In some cases, registration can be adjusted with a software application to successfully print on these forms.)
- Coated papers (erasable bond), synthetic papers, thermal papers
- Rough-edged, rough or heavily textured surface papers or curled papers
- Recycled papers that fail EN12281:2002 (European testing)
- Paper weighing less than 60 g/m^2 (16 lb)
- Multiple part forms or documents

For more information about Lexmark, visit **www.lexmark.com**. General sustainability-related information can be found at the **Environmental Sustainability** link.

Storing paper

Use these paper storage guidelines to help avoid jams and uneven print quality:

- For best results, store paper where the temperature is 21°C (70°F) and the relative humidity is 40%. Most label manufacturers recommend printing in a temperature range of 18 to 24°C (65 to 75°F) with relative humidity between 40 and 60%.
- Store paper in cartons when possible, on a pallet or shelf, rather than on the floor.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.

Supported paper sizes, types, and weights

The following tables provide information on standard and optional paper input sources and the types of paper they support.

Note: To use a paper size that is unlisted, configure a Universal Paper Size.

Supported paper sizes

Paper size and dimension	520-sheet tray	2,000-sheet drawer	MP feeder	Manual paper	Manual envelope	Duplex	ADF	Scanner glass
A4 210 x 297 mm (8.27 x 11.7 in.)	✓[1]	✓[1, 6]	✓[2, 6]	✓[2, 6]	**X**	✓[2, 5, 6]	✓	✓[(1, 4, 6) & (2, 4, 5)]
A5 148 x 210 mm (5.83 x 8.27 in.)	✓[1, 5]	**X**	✓[2, 5]	✓[2, 5]	**X**	✓[2, 5]	✓[(1, 4, 6) & (1, 3, 5)]	✓[(2, 4, 6) & (1, 3, 5, 6)]
A6 105 x 148 mm (4.13 x 5.83 in.)	**X**	**X**	✓[2]	✓[2]	**X**	**X**	**X**	✓[1, 3]
JIS B5 182 x 257 mm (7.17 x 10.1 in.)	✓[1, 6]	✓[1, 6]	✓[2, 6]	✓[2, 6]	**X**	✓[2, 6]	✓[(1, 4, 6) & (1, 3, 5)]	✓[(2, 4, 6) & (1, 3, 5, 6)]
Letter 216 x 279 mm (8.5 x 11 in.)	✓[1]	✓[1, 6]	✓[2, 6]	✓[2, 6]	**X**	✓[2, 5, 6]	✓	✓[1, 3, 4, 5, 6]
Legal 216 x 356 mm (8.5 x 14 in.)	✓[1]	**X**	✓[2]	✓[2]	**X**	✓[(1, 4) & (2, 3)]	✓[1, 3, 4]	✓[(1, 4, 6) & (2, 3, 5)]
Executive 184 x 267 mm (7.25 x 10.5 in.)	✓[1, 6]	✓[1, 6]	✓[2, 6]	✓[2, 6]	**X**	✓[(1, 4, 6) & (1, 3, 5)]	✓[1, 3, 4, 5, 6]	✓[(1, 4, 6) & (2, 3, 5)]
JIS B4 257 x 364 mm (10.12 x 14.33 in.)	✓[1]	**X**	✓[2]	✓[2]	**X**	✓[2]	✓[1]	✓[(2, 4) & (1, 3)]

[1] Source supports size with *size sensing*.

[2] Source supports size without *size sensing*.

[3] Paper size is supported if set to metric.

[4] Paper size is supported if set to US.

[5] Paper size is supported if loaded in short edge orientation.

[6] Paper size is supported if loaded in long edge orientation.

[7] Custom-size envelope printing is not supported.

Paper size and dimension	520-sheet tray	2,000-sheet drawer	MP feeder	Manual paper	Manual envelope	Duplex	ADF	Scanner glass
A3 297 x 420 mm (11.69 x 16.54 in.)	√[1]	X	√[2]	√[2]	X	√[2]	√[1]	√[1, 3, 4]
11x17 279 x 432 mm (11 x 17 in.)	√[1]	X	√[2]	√[2]	X	√[2]	√[1]	√[1, 3, 4]
Oficio (México) 216 x 340 mm (8.5 x 13.4 in.)	√[2]	X	√[2]	√[2]	X	√[2]	√[2]	√[2]
Folio 216 x 330 mm (8.5 x 13 in.)	√[1]	X	√[2]	√[2]	X	√[2]	√[1, 2, 3, 4]	√[(2, 4) & (1, 3)]
Statement 140 x 216 mm (5.5 x 8.5 in.)	√[1, 5]	X	√[2, 5]	√[2, 5]	X	√[2, 5]	√[1, 4, 5, 6]	√[1, 4, 5, 6]
Universal 64–297 mm x 148–432 mm (2.52–11.69 x 5.83–17.01 in.)	√[2]	X	√[2]	√[2]	X	√[2]	√[2]	√[2]
7 3/4 Envelope (Monarch) 98 x 191 mm (3.875 x 7.5 in.)	X	X	√[2]	X	√[2]	X	X	X
9 Envelope 98 x 226 mm (3.875 x 8.9 in.)	X	X	X	X	X	X	X	X
Com 10 Envelope 105 x 241 mm (4.12 x 9.5 in.)	X	X	√[2]	X	√[2]	X	X	X
DL Envelope 110 x 220 mm (4.33 x 8.66 in.)	X	X	√[2]	X	√[2]	X	X	X

[1] Source supports size with *size sensing*.

[2] Source supports size without *size sensing*.

[3] Paper size is supported if set to metric.

[4] Paper size is supported if set to US.

[5] Paper size is supported if loaded in short edge orientation.

[6] Paper size is supported if loaded in long edge orientation.

[7] Custom-size envelope printing is not supported.

Paper size and dimension	520-sheet tray	2,000-sheet drawer	MP feeder	Manual paper	Manual envelope	Duplex	ADF	Scanner glass
C5 Envelope 162 x 229 mm (6.38 x 9.01 in.)	X	X	✓[2]	X	✓[2]	X	X	X
B5 Envelope 176 x 250 mm (6.93 x 9.84 in.)	X	X	X	X	X	X	X	X
Other Envelope[7] 76.22 x 76.22 mm (3 x 3 in.) up to 296.93 x 427.48 mm (11.69 x 16.83 in.)	X	X	X	X	X	X	X	X

[1] Source supports size with *size sensing*.

[2] Source supports size without *size sensing*.

[3] Paper size is supported if set to metric.

[4] Paper size is supported if set to US.

[5] Paper size is supported if loaded in short edge orientation.

[6] Paper size is supported if loaded in long edge orientation.

[7] Custom-size envelope printing is not supported.

Supported paper types and weights

Printer

The printer supports 60–120-g/m^2 (16–74-lb) paper weights. The duplex unit supports 64–128-g/m^2 (17–34-lb) paper weights.

Note: Labels, transparencies, envelopes, and card stock always print at reduced speed.

Paper type	520-sheet tray	2,000-sheet drawer	MP feeder	Manual paper	Manual envelope	Duplex	ADF	Scanner glass
Paper • Plain • Bond • Glossy • Heavy Glossy • Colored • Custom Type [x] • Letterhead • Light • Heavy • Preprinted • Rough/Cotton • Recycled	✓	✓	✓	✓	X	✓	✓	✓
Card stock	✓	✓	✓	✓	X	X	X	✓
Transparencies	✓	✓	✓	✓	X	X	X	✓
Labels • Paper • Vinyl	✓	✓	✓	✓	X	X	X	✓
Envelopes	X	X	✓	X	✓	X	X	✓

Finisher

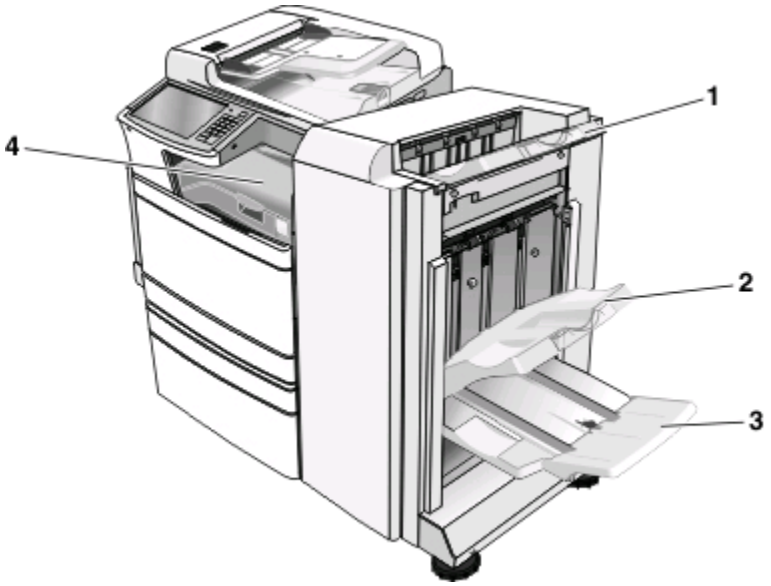
Use this table to determine the possible exit destinations of print jobs which use supported paper types and weights. The paper capacity of each exit bin is listed in parentheses. Paper capacity estimations are calculated based on 75-g/m^2 (20-lb) paper.

The finisher standard bin and Bin 1 support 60–220-g/m^2 (16–60-lb) paper weights. Bin 3 (booklet-maker) supports 60–90-g/m^2 (16–24-lb) paper weights plus one additional cover weighted up to 220 g/m^2 (60 lb).

Paper type	Standard 500-sheet bin	Second exit bin	Bin 1	Bin 2	Bin 3
Plain paper	✓	✓	✓	✓	✓
Card stock	✓	✓	✓	✓	X
Transparency	✓	✓	X	X	X
Recycled	✓	✓	X	X	X
Glossy	✓	✓	✓	✓	X
Heavy glossy	✓	✓	✓	✓	X
Labels	✓	✓	X	X	X
Vinyl labels	X	X	X	X	X

Paper type	Standard 500-sheet bin	Second exit bin	Bin 1	Bin 2	Bin 3
Bond	✓	✓	✓	✓	X
Envelope	✓	✓	X	X	X
Rough envelope	✓	✓	X	X	X
Letterhead	✓	✓	✓	✓	X
Preprinted	✓	✓	✓	✓	X
Colored paper	✓	✓	✓	✓	✓
Light paper	✓	✓	✓	✓	✓
Heavy paper	✓	✓	✓	✓	✓
Rough/Cotton	✓	✓	✓	✓	X
Custom Type [x]	✓	✓	✓	X	X

Supported finishing features



1	Finisher standard bin
2	Finisher bin 1
3	Finisher bin 2 (booklet-maker)
4	Paper transport

Notes:

- The finisher shown is the booklet finisher. Bin 2 is available only when the booklet finisher is installed.
- All paper tray capacities are based on 75-g/m^2 (20-lb) paper.

Paper transport

- The paper capacity is 50 sheets.
- Finishing options are not supported in this bin.
- Envelopes are routed here.
- Universal paper is routed here when it is longer than 483 mm (19 in.) or shorter than 148 mm (6 in.).

Finisher standard bin

- The paper capacity is 500 sheets.
- Envelopes and executive-size paper are not supported in this bin.
- Finishing options are not supported in this bin.

Bin 1

- The paper capacity is 3,000 sheets when the standard finisher is installed.
- The paper capacity is 1,500 sheets when the booklet finisher is installed.

Bin 1 finishing features

Size	Punch*	Offset	Single/Double staple	Double dual staple
A3	✓	✓	✓	✓
A4	✓	✓	✓	✓
A5	X	X	X	X
Executive	✓	✓	✓	X
Folio	X	✓	✓	X
JIS B4	✓	✓	✓	X
JIS B5	✓	✓	✓	X
Legal	X	✓	✓	X
Letter	✓	✓	✓	✓
Statement	X	X	X	✓
Tabloid	✓	✓	✓	X
Universal	✓	✓	✓	✓
Envelopes (any size)	X	X	X	X

* For the Universal paper size, the finishing edge must be at least 9 in. (229 mm) for a 3-hole punch and 10 in. (254 mm) for a 4-hole punch.

Punch—Select from two-, three-, or four-hole punch

Single staple—Use only one staple

Double staple—Use two staples

Double dual staple—Use two sets of two staples. This setting is supported only for widths between 8 in. (203 mm) and 12 in. (297 mm) with lengths between 7 in. (182 mm) and 17 in. (432 mm).

Bin 2 (booklet-maker)

Bin 2 is available only when the booklet finisher is installed. The paper capacity of Bin 2 (booklet-maker) is 300 sheets or 20 sets of 15-sheet booklets.

Bin 2 finishing features

Size	Bi fold	Booklet fold	Saddle staple
A3	✓	✓	✓
A4 (only SEF)	✓	✓	✓
A5	**X**	**X**	**X**
Executive	**X**	**X**	**X**
Folio	✓	✓	✓
JIS B4	✓	✓	✓
JIS B5	**X**	**X**	**X**
Legal	✓	✓	✓
Letter (only SEF)	✓	✓	✓
Statement	**X**	**X**	**X**
Tabloid	✓	✓	✓
Universal	**X**	**X**	**X**
Envelopes (any size)	**X**	**X**	**X**

SEF—The paper is loaded in the short edge orientation. The short edge of the paper enters the printer first.

Bi fold—Each page is individually folded and stacked separately.

Booklet fold—A multiple-page job is folded along the center into a single booklet.

Saddle staple—A booklet-fold print job is stapled along the center fold.

Printing

The selection and handling of paper and specialty media can affect how reliably documents print. For more information, see “Avoiding jams” on page 262 and “Storing paper” on page 88.

Printing a document

Printing a document

1. From the printer control panel Paper menu, set the Paper Type and Paper Size to match the loaded paper.
2. Send the print job:

For Windows users

a. With a document open, click **File** > **Print**.
b. Click **Properties**, **Preferences**, **Options**, or **Setup**.
c. Adjust settings as necessary.
d. Click **OK** > **Print**.

For Macintosh users

a. Customize the settings as needed in the Page Setup dialog:
   1. With a document open, choose **File** > **Page Setup**.
   2. Choose a paper size or create a custom size to match the loaded paper.
   3. Click **OK**.
b. Customize the settings as needed in the Print dialog:
   1. With a document open, choose **File** > **Print**.
      If necessary, click the disclosure triangle to see more options.
   2. From the Print dialog and pop-up menus, adjust the settings as needed.

      Note: To print on a specific paper type, adjust the paper type setting to match the loaded paper, or select the appropriate tray or feeder.
   3. Click **Print**.

Printing in black and white

From the home screen, navigate to:

> **Settings** > **Print Settings** > **Quality Menu** > **Print Mode** > **Black Only** > **Submit**

Adjusting toner darkness

1. Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Click **Settings** > **Print Settings** > **Quality Menu** > **Toner Darkness**.
3. Adjust the toner darkness setting.
4. Click **Submit**.

Using Max Speed and Max Yield

The Max Speed and Max Yield settings let you choose between a faster print speed or a higher toner yield. Max Yield is the factory default setting.

- **Max Speed**—Prints in color unless Black Only is selected in the driver. Prints in black only if the Black Only driver setting is selected.
- **Max Yield**—Switches from black to color based on the color content found on each page. Frequent color mode switching can result in slower printing if the content of pages is mixed.

Using the Embedded Web Server

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:

   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Click **Configuration** > **Print Settings** > **Setup Menu**.
3. From the Printer Usage list, select **Max Speed** or **Max Yield**.
4. Click **Submit**.

Using the printer control panel

1. Navigate to:

   > **Settings** > **Print Settings** > **Setup Menu**

2. From the Printer Usage list, select **Max Speed** or **Max Yield**.
3. Touch **Submit**.

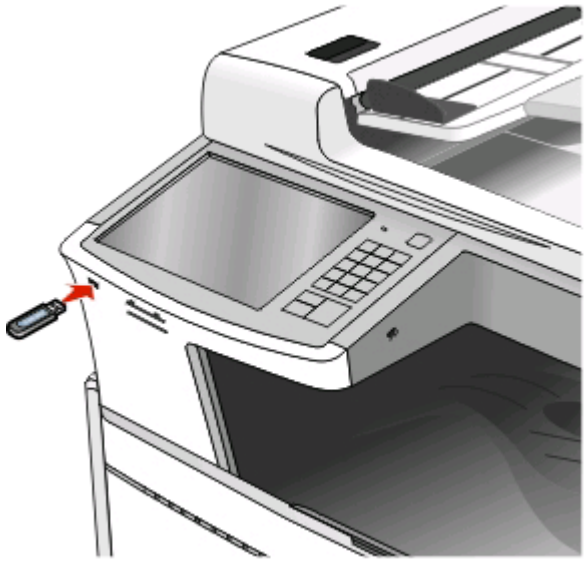
Printing from a flash drive

Printing from a flash drive

Notes:

- Before printing an encrypted PDF file, enter the file password from the printer control panel.
- You cannot print files for which you do not have printing permissions.

1 Insert a flash drive into the USB port.



Notes:

- If you insert the flash drive when the printer requires attention, such as when a jam has occurred, then the printer ignores the flash drive.
- If you insert the flash drive while the printer is processing other print jobs, then **Busy** appears. After these print jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

Warning—Potential Damage: Do not touch the USB cable, any network adapter, any connector, the memory device, or the printer in the areas shown while actively printing, reading, or writing from the memory device. A loss of data can occur.

2 From the printer control panel, touch the document you want to print.

3 Touch the arrows to increase the number of copies to print, and then touch **Print**.

Notes:

- Do not remove the flash drive from the USB port until the document has finished printing.
- If you leave the flash drive in the printer after leaving the initial USB menu screen, then you can still print files from the flash drive as held jobs.

Supported flash drives and file types

Flash drive	File type
• Lexar JumpDrive 2.0 Pro (256MB, 512MB, or 1GB sizes) • SanDisk Cruzer Mini (256MB, 512MB, or 1GB sizes) **Notes:** • Hi-Speed USB flash drives must support the Full-Speed standard. Devices supporting only USB low-speed capabilities are not supported. • USB flash drives must support the FAT (*File Allocation Tables*) system. Devices formatted with NTFS (*New Technology File System*) or any other file system are not supported.	Documents: • .pdf • .xps Images: • .dcx • .gif • .JPEG • .jpg • .bmp • .pcx • .TIFF • .tif • .png

Printing on specialty media

Tips on using letterhead

- Use letterhead designed specifically for laser/LED printers.
- Print samples on the letterhead being considered for use before buying large quantities.
- Before loading letterhead, flex the sheets to prevent them from sticking together.
- Page orientation is important when printing on letterhead.

Source	Print side	Paper orientation
Standard and optional trays (simplex printing)	Preprinted letterhead design is placed faceup.	When feeding short edge, the top edge of the sheet with the logo is placed at the right side of the tray. When feeding long-edge, the letter head should go to the rear of the printer.
Standard and optional trays (duplex printing)	Preprinted letterhead design is placed facedown.	The top edge of the sheet with the logo is placed at the right side of the tray.
Multipurpose feeder (simplex printing)	Preprinted letterhead design is placed facedown.	The top edge of the sheet with the logo should enter the multipurpose feeder first.
Multipurpose feeder (duplex printing)	Preprinted letterhead design is placed faceup.	The top edge of the sheet with the logo should enter the multipurpose feeder last.
Note: Check with the manufacturer or vendor to determine whether the chosen preprinted letterhead is acceptable for laser/LED printers.		

Tips on using transparencies

- Print samples on the transparencies being considered for use before buying large quantities.
- Feed transparencies from the standard tray or from the multipurpose feeder.
- From the Paper menu, set the Paper Type to Transparency.
- Use transparencies designed specifically for laser/LED printers. Transparencies must be able to withstand temperatures of 230°C (446°F) without melting, discoloring, offsetting, or releasing hazardous emissions.
- To prevent print quality problems, avoid getting fingerprints on the transparencies.
- Before loading transparencies, flex the stack to prevent sheets from sticking together.
- We recommend Lexmark transparencies. For ordering information, see the Lexmark Web site at **www.lexmark.com**.

Tips on using envelopes

Print samples on the envelopes being considered for use before buying large quantities.

- Use envelopes designed specifically for laser/LED printers. Check with the manufacturer or vendor to ensure that the envelopes can withstand temperatures up to 220°C (446°F) without sealing, wrinkling, curling excessively, or releasing hazardous emissions.
- For best performance, use envelopes made from 90 g/m^2 (24 lb bond) paper or 25% cotton. All-cotton envelopes must not exceed 70 g/m^2 (20 lb bond) weight.
- Use only new envelopes from undamaged packages.
- To optimize performance and minimize jams, do not use envelopes that:
  - Have excessive curl or twist
  - Are stuck together or damaged in any way
  - Have windows, holes, perforations, cutouts, or embossing
  - Have metal clasps, string ties, or folding bars
  - Have an interlocking design
  - Have postage stamps attached
  - Have any exposed adhesive when the flap is in the sealed or closed position
  - Have bent corners
  - Have rough, cockle, or laid finishes
- Adjust the width guides to fit the width of the envelopes.

Note: A combination of high humidity (over 60%) and the high printing temperature may wrinkle or seal envelopes.

Tips on using labels

Notes:

- Single-sided paper labels designed for laser/LED printers are supported for occasional use.
- It is recommended to print no more than 20 pages of paper labels a month.
- Vinyl, pharmacy, and dual-sided labels are not supported.

For detailed information on label printing, characteristics, and design, see the *Card Stock & Label Guide* available on the Lexmark Web site at **http://support.lexmark.com**.

When printing on labels:

- Use labels designed specifically for laser/LED printers. Check with the manufacturer or vendor to verify that:
  - The labels can withstand temperatures up to 210°C (410°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions.

    Note: Labels can be printed at a higher fusing temperature up to 220°C (428°F) if Label Weight is set to Heavy. Select this setting using the Embedded Web Server, or from the printer control panel Paper menu.
  - Label adhesives, face sheet (printable stock), and topcoats can withstand up to 25 psi (172 kPa) pressure without delaminating, oozing around the edges, or releasing hazardous fumes.
- Do not use labels with slick backing material.
- Use full label sheets. Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate the printer and the cartridge with adhesive, and could void the printer and cartridge warranties.
- Do not use labels with exposed adhesive.

- Do not print within 1 mm (0.04 in.) of the edge of the label, of the perforations, or between die-cuts of the label.
- Be sure adhesive backing does not reach to the sheet edge. Zone coating of the adhesive at least 1 mm (0.04 in.) away from edges is recommended. Adhesive material contaminates the printer and could void the warranty.
- If zone coating of the adhesive is not possible, then remove a 1.6 mm (0.06 in.) strip on the leading and driver edge, and use a non-oozing adhesive.
- Portrait orientation works best, especially when printing bar codes.

Tips on using card stock

Card stock is heavy, single-ply specialty media. Many of its variable characteristics, such as moisture content, thickness, and texture, can significantly impact print quality. Print samples on the card stock being considered for use before buying large quantities.

- From the Paper menu, set the Paper Type to Card Stock.
- Select the appropriate Paper Texture setting.
- Be aware that preprinting, perforation, and creasing may significantly affect the print quality and cause jams or other paper handling problems.
- Check with the manufacturer or vendor to ensure the card stock can withstand temperatures up to 220°C (446°F) without releasing hazardous emissions.
- Do not use preprinted card stock manufactured with chemicals that may contaminate the printer. Preprinting introduces semi-liquid and volatile components into the printer.
- Use grain short card stock when possible.

Printing confidential and other held jobs

Storing print jobs in the printer

You can set the printer to store print jobs in the printer memory until you start the print job from the printer control panel.

All print jobs that can be initiated by the user at the printer are called *held jobs*.

Note: Confidential, Verify, Reserve, and Repeat print jobs may be deleted if the printer requires extra memory to process additional held jobs.

Print job type	Description
Confidential	Confidential lets you hold print jobs in the computer until you enter the PIN from the control panel. **Note:** The PIN is set from the computer. It must be four digits, using the numbers 0–9.
Verify	Verify lets you print one copy of a print job while the printer holds the remaining copies. It allows you to examine if the first copy is satisfactory. The print job is automatically deleted from the printer memory once all copies are printed.
Reserve	Reserve allows the printer to store print jobs for printing at a later time. The print jobs are held until deleted from the Help Jobs menu.
Repeat	Repeat prints *and* stores print jobs in the printer memory for reprinting.

Printing confidential and other held jobs

Note: Confidential and Verify print jobs are automatically deleted from memory after printing. Repeat and Reserve jobs are held in the printer until you choose to delete them.

For Windows users

1. With a document open, click **File** > **Print**.
2. Click **Properties**, **Preferences**, **Options**, or **Setup**.
3. Click **Print and Hold**.
4. Select the print job type (Confidential, Repeat, Reserve, or Verify), and then assign a user name. For a confidential print job, also enter a four-digit PIN.
5. Click **OK** or **Print**.
6. From the printer home screen, release the print job.
   - For confidential print jobs, navigate to:
     Held jobs > your user name > **Confidential Jobs** > enter PIN > select print job > specify number of copies > **Print**
   - For other print jobs, navigate to:
     Held jobs > your user name > select print job > specify number of copies > **Print**

For Macintosh users

1. With a document open, choose **File** > **Print**.
   If necessary, click the disclosure triangle to see more options.
2. From the print options or Copies & Pages pop-up menu, choose **Job Routing**.
3. Select the print job type (Confidential, Repeat, Reserve, or Verify), and then assign a user name. For a confidential print job, also enter a four-digit PIN.
4. Click **OK** or **Print**.
5. From the printer home screen, release the print job.
   - For confidential print jobs, navigate to:
     Held jobs > your user name > **Confidential Jobs** > enter PIN > select print job > specify number of copies > **Print**
   - For other print jobs, navigate to:
     Held jobs > your user name > select print job > specify number of copies > **Print**

Printing information pages

Printing a font sample list

1. From the home screen, navigate to:
   > **Reports** > **Print Fonts**
2. Touch **PCL Fonts** or **PostScript Fonts**.

Printing a directory list

A directory list shows the resources stored in a flash memory or on the printer hard disk.

From the home screen, navigate to:

> **Reports** > **Print Directory**

Canceling a print job

Canceling a print job from the printer control panel

1. Touch **Cancel Jobs** on the touch screen, or press on the keypad.
2. Touch the job you want to cancel, and then touch **Delete Selected Jobs**.

Canceling a print job from the computer

For Windows users

1. Open the printers folder:
   a. Click , or click **Start** and then click **Run**.
   b. In the Start Search or Run box, type `control printers`.
   c. Press **Enter**, or click **OK**.
2. Double-click the printer icon.
3. Select the print job you want to cancel.
4. From the keyboard, press **Delete**.

For Macintosh users

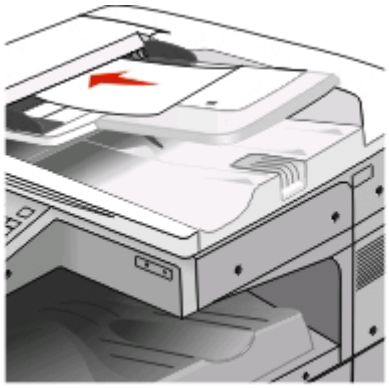
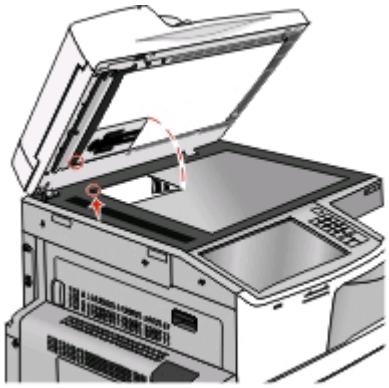
In Mac OS X version 10.5 or later:

1. From the Apple menu, choose **System Preferences** > **Print & Fax** > **Open Print Queue**.
2. From the printer window, select the print job you want to cancel.
3. From the icon bar at the top of the window, click the **Delete** icon.

In Mac OS X version 10.4 or earlier:

1. From the Finder, navigate to:
   Go > **Applications**
2. Double-click **Utilities** > **Print Center** or **Printer Setup Utility**.
3. Double-click the printer icon.
4. From the printer window, select the print job you want to cancel.
5. From the icon bar at the top of the window, click the **Delete** icon.

Copying

ADF	Scanner glass
	
Use the ADF for multiple-page documents.	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

Making copies

Making a quick copy

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. Adjust the paper guides when loading a document into the ADF.

   Note: Make sure the size of the original document and the copy paper size are the same. Failure to set the proper size may result to a cropped image.

3. From the printer control panel, press to start copying.

Copying using the ADF

1. Load an original document faceup, short edge first into the ADF.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. Adjust the paper guides.

3. From the home screen, navigate to:

   Copy > change the copy settings > **Copy It**

Copying using the scanner glass

1. Place an original document facedown on the scanner glass in the upper left corner.
2. From the home screen, navigate to:

   Copy > change the copy settings > **Copy It**
3. If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the Next Page**.
4. Touch **Finish the Job** to return to the home screen.

Copying film photos

1. Place a photo facedown on the upper left corner of the scanner glass.
2. From the home screen, navigate to:

   Copy > **Content** > **Photo** > ✓ > **Photo/Film** > ✓ > **Copy It** > **Scan the Next Page** or **Finish the Job**

Copying on specialty media

Copying on transparencies

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the home screen, navigate to:

   Copy > **Copy from** > size of the original document > ✓
4. Touch **Copy to**, and then select the tray that contains transparencies, or touch **Manual Feeder Size**.
5. Load transparencies in the multipurpose feeder.
6. From the home screen, navigate to:

   ✓ > select the desired size of the transparencies > **Manual Feeder Type** > ✓ > **Copy It**

Copying on letterhead

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the home screen, navigate to:

   Copy > **Copy from** > size of the original document > **Copy to** > **Manual Feeder**
4. Place the letterhead faceup, top edge first in the multipurpose feeder.

5 Select the size of the letterhead.

6 Navigate to:

Continue > **Letterhead** > **Continue** > **Copy It**

Customizing copy settings

Copying to a different size

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Copy from** > select the size of the original document > ✔.

5 Touch **Copy to** > select the size of the copy > ✔.

Note: The printer will scale the size automatically.

6 Touch **Copy It**.

Making copies using paper from a selected tray

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > **Copy from** > size of the original document > **Copy to**

4 Touch **Manual Feeder** or select the tray that contains the paper type you want to use.

Note: If you choose Manual Feeder, then you will also need to select the paper size and type.

5 Touch **Copy It**.

Copying different paper sizes

Use the ADF to copy original documents with different paper sizes. Depending on the paper sizes loaded and the "Copy to" and "Copy from" settings, each copy is either printed on mixed paper sizes (Example 1) or scaled to fit a single paper size (Example 2).

Example 1: Copying on mixed paper sizes

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.

3. From the home screen, navigate to:

   Copy > **Copy from** > **Mixed Sizes** > ✔ > **Copy to** > **Auto Size Match** > ✔ > **Copy It**

   The scanner identifies the different paper sizes as they are scanned. Copies are printed on mixed paper sizes corresponding to the paper sizes of the original document.

Example 2: Copying on a single paper size

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.

3. From the home screen, navigate to:

   Copy > **Copy from** > **Mixed Sizes** > ✔ > **Copy to** > **Letter** > ✔ > **Copy It**

   The scanner identifies the different paper sizes as they are scanned, and then scales the mixed paper sizes to fit on the paper size selected.

Copying on both sides of the paper (duplexing)

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.

3. On the home screen, touch **Copy**.

4. From the Sides (Duplex) area, touch the button for your preferred duplexing method.

   The first number represents sides of the original documents; the second number represents sides of the copy. For example, select 1-sided to 2-sided if you have 1-sided original documents and you want 2-sided copies.

5. Touch ✔, and then **Copy It**.

Reducing or enlarging copies

Copies can be reduced to 25% of the original document size or enlarged to 400% of the original document size. The factory default setting for Scale is Auto. If you leave Scale set to Auto, the content of your original document will be scaled to fit the size of the paper onto which you are copying.

To reduce or enlarge a copy:

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Copy**.
4. From the Scale area, touch the arrows to enlarge or reduce your copies.

   Touching “Copy to” or “Copy from” after setting Scale manually changes the scale value back to Auto.

5. Touch **Copy It**.

Adjusting copy quality

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the home screen, navigate to:

   Copy > **Content**

4. Touch the button that best represents the content type of the document you are copying:
   - **Text**—Use when the content of the original document is mostly text or line art.
   - **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
   - **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
   - **Photo**—Use when the original document is mostly a photo or an image.
5. Touch .
6. Touch the button that best represents the content source of the document you are copying:
   - **Color Laser**—Use when the original document was printed using a color laser printer.
   - **Black/White Laser**—Use when the original document was printed using a mono laser printer.
   - **Inkjet**—Use when the original document was printed using an inkjet printer.
   - **Photo/Film**—Use when the original document is a photo from film.
   - **Magazine**—Use when the original document is from a magazine.
   - **Newspaper**—Use when the original document is from a newspaper.
   - **Press**—Use when the original document was printed using a printing press.
   - **Other**—Use when the original document was printed using an alternate or unknown printer.
7. Touch > **Copy It**.

Collating copies

If you print multiple copies of a document, then you can choose to print each copy as a set (collated) or to print the copies as groups of pages (not collated).

Collated

Not collated

By default, Collate is set to On. If you do not want to collate your copies, then change the setting to Off:

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the home screen, navigate to:

   Copy > enter the number of copies > **Collate** > **Off** > ✔ > **Copy It**

Placing separator sheets between copies

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the home screen, navigate to:

   Copy > **Advanced Options** > **Separator Sheets**

   Note: Collate must be set to On for the separator sheets to be placed between copies. If Collate is set to Off, then the separator sheets are added to the end of the print job.

4. Select one of the following:
   - **Between Copies**
   - **Between Jobs**
   - **Between Pages**
   - **Off**
5. Touch ✔, and then **Copy It**.

Copying multiple pages onto a single sheet

In order to save paper, you can copy either two or four consecutive pages of a multiple-page document onto a single sheet of paper.

Notes:

- The Paper Size must be set to Letter, Legal, A4, or JIS B5.
- The Copy Size must be set to 100%.

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the home screen, navigate to:

   Copy > **Advanced Options** > **Paper Saver** > select desired output > > **Copy It**

Creating a custom copy job (job build)

The custom copy job or job build is used to combine one or more sets of original documents into a single copy job. Each set may be scanned using different job parameters. When a copy job is submitted and Custom Job is enabled, the scanner scans the first set of original documents using the supplied parameters, and then it scans the next set with the same or different parameters.

The definition of a set depends on the scan source:

- If you scan a document on the scanner glass, then a set consists of one page.
- If you scan multiple pages using the ADF, then a set consists of all scanned pages until the ADF becomes empty.
- If you scan one page using the ADF, then a set consists of one page.

For example:

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the home screen, navigate to:

   Copy > **Options** > **Custom Job** > **On** > **Done** > **Copy It**

   When the end of a set is reached, the scan screen appears.

4. Load the next document faceup, short edge first into the ADF or facedown on the scanner glass, and then touch **Scan the Automatic Document Feeder** or **Scan the flatbed**.

   Note: If required, change the job settings.

5. If you have another document to scan, then repeat the previous step. Otherwise, touch **Finish the job**.

Placing information on copies

Placing the date and time at the top of each page

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the home screen, navigate to:

   Copy > **Advanced Options** > **Header/Footer**

4. Pick an area of the page where you want to place the date and time.
5. Touch **Yes** or **No** > ✔ > **Copy It**.

Placing an overlay message on each page

An overlay message can be placed on each page. The message choices are Urgent, Confidential, Copy, Custom or Draft. To place a message on the copies:

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the home screen, navigate to:

   Copy > **Advanced Options** > **Overlay** > select overlay message > ✔.

4. Touch **Copy It**.

Canceling a copy job

Canceling a copy job while the document is in the ADF

When the ADF begins processing a document, the scanning screen appears. To cancel the copy job, touch **Cancel Job** on the touch screen.

A “Canceling scan job” screen appears. The ADF clears all pages in the ADF and cancels the job.

Canceling a copy job while copying pages using the scanner glass

Touch **Cancel Job** on the touch screen.

A “Canceling scan job” screen appears. Once the job is canceled, the copy screen appears.

Canceling a copy job while pages are being printed

1. From the home screen, touch **Cancel Job**, or press on the keypad.
2. Touch the job you want to cancel.
3. Touch **Delete Selected Jobs**.

Understanding the copy screens and options

Copy from

This option opens a screen where you can enter the paper size of the original document.

- Touch a paper size that matches the original document.
- Touch **Mixed Sizes** to copy an original document that contains mixed paper sizes with the same width.
- Touch **Auto Size Sense** to allow the scanner to automatically determine the size of the original document.

Copy to

This option opens a screen where you can enter the paper size and type on which your copies will be printed.

- Touch the paper size and type that matches the paper loaded.
- If the settings for "Copy from" and "Copy to" are different, then the printer automatically adjusts the Scale setting to accommodate the difference.
- If the paper type or size that you want to copy onto is not loaded in one of the trays, then touch **Manual Feeder**, and manually load the paper in the multipurpose feeder.
- When "Copy to" is set to Auto Size Match, each copy matches the paper size of the original document. If a matching paper size is not in one of the trays, then **`Paper size not found`** appears and prompts to load a paper in a tray or multipurpose feeder.

Copies

This option allows you to set the number of copies to be printed.

Scale

This option creates an image from your copy that is proportionally scaled anywhere between 25% and 400%. Scale can also be set for you automatically.

- When you want to copy from one size of paper to another, such as from legal-size to letter-size paper, setting the "Copy from" and "Copy to" paper sizes automatically changes the scale to keep all the original document information on your copy.
- Touch the left arrow to decrease the value by 1%; touch the right arrow to increase the value by 1%.
- Hold your finger on an arrow to make a continuous increment change.
- Hold your finger on an arrow for two seconds to cause the pace of the change to accelerate.

Darkness

This option adjusts how light or dark your copies will turn out in relation to the original document.

Sides (Duplex)

Use this option to select duplex settings. You can print copies on one or two sides, make two-sided copies (duplex) of two-sided original documents, make two-sided copies from one-sided original documents, or make one-sided copies (simplex) from two-sided original documents.

Collate

This option keeps the pages of a print job stacked in sequence when printing multiple copies of the document. The factory default setting for Collate is on; the output pages of your copies will be ordered (1,2,3) (1,2,3) (1,2,3). If you want all the copies of each page to remain together, turn Collate off, and your copies will be ordered (1,1,1) (2,2,2) (3,3,3).

Content

This option lets you set the original document type and source.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Color

This option enables or disables color for the scanned image.

Advanced Options

Touching the Advanced Options button opens a screen where you can change the following settings:

- **Advanced Duplex**—Use to specify the document orientation, whether documents are one-sided or two-sided, and how documents are bound.

  Note: Some Advanced Duplex options are available only on select printers.

- **Advanced Imaging**—Use to change or adjust Auto Center, Background Removal, Color Balance, Color Dropout, Contrast, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you copy the document.
- **Create Booklet**—Use to create a booklet. You can choose between 1-sided and 2-sided.

  Note: This option appears only when a print duplexer and printer hard disk are installed.

- **Cover Page Setup**—Use to set copy cover page and booklet cover page.
- **Custom Job**—Use to combine multiple scanning jobs into a single job.
- **Edge Erase**—Use to eliminate smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.
- **Header/Footer**—Use to turn on Date/Time, Page number, Bates number, or Custom text, and prints them in the specified header or footer location.
- **Margin Shift**—Use to increase the size of the margin of a specified distance by shifting the scanned image. This can be useful in providing space to bind or hole-punch copies. Use the increase or decrease arrows to set how much of a margin you want. If the additional margin is too large, then the copy will be cropped.
- **Overlay**—Use to create a watermark (or message) that overlays the content of your copy. You can choose from Urgent, Confidential, Copy, and Draft, or you can enter a custom message in the ”Enter custom text” field. The word you pick will appear, faintly, in large print across each page.

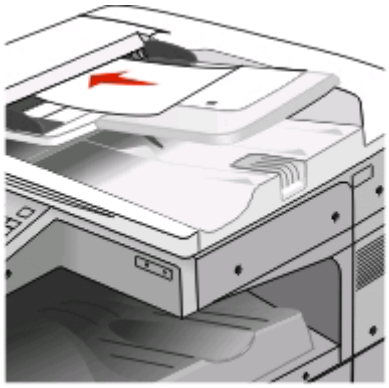
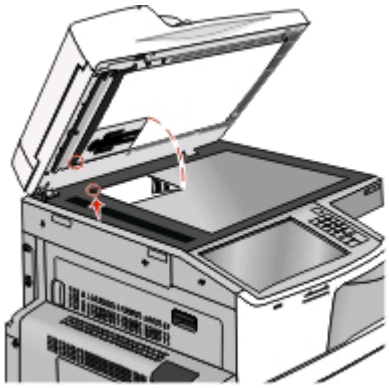
  Note: A custom overlay can also be created by your system support person. When a custom overlay is created, a button with an icon of that overlay will be available.

- **Paper Saver**—Use to print two or more sheets of an original document together on the same page. Paper Saver is also called N-up printing. The N stands for Number. For example, 2-up would print two pages of your document on a single page, and 4-up would print four pages of your document on a single page. Touching Print Page Borders adds or removes the outline border surrounding the original document pages on the output page.
- **Separator Sheets**—Use to place a blank piece of paper between copies, pages, or print jobs. The separator sheets can be drawn from a tray that contains a type or color of paper that is different from the paper your copies are printed on.

Save As Shortcut

This option allows the current settings to be saved as a shortcut by assigning a number.

E-mailing

ADF	Scanner glass
	
Use the ADF for multiple-page documents.	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

You can use the printer to e-mail scanned documents to one or more recipients. There are three ways to send an e-mail from the printer. You can type the e-mail address, use a shortcut number, or use the address book.

Getting ready to e-mail

Setting up the e-mail function

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:
   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
2. Click **Settings**.
3. Under Default Settings, click **E-mail/FTP Settings**.
4. Click **E-mail Settings** > **Setup E-mail Server**.
5. Fill in the fields with the appropriate information.
6. Click **Submit**.

Configuring e-mail settings

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:
   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings** > **E-mail/FTP Settings** > **E-mail Settings**.

3 Fill in the fields with the appropriate information.

4 Click **Submit**.

Creating an e-mail shortcut

Creating an e-mail shortcut using the Embedded Web Server

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings**.

3 Under Other Settings, click **Manage Shortcuts** > **E-mail Shortcut Setup**.

4 Type a unique name for the recipient, and then enter the e-mail address.

Note: If you are entering multiple addresses, then separate each address with a comma (,).

5 Select the scan settings (Format, Content, Color, and Resolution).

6 Enter a shortcut number, and then click **Add**.

If you enter a number that is already in use, then you are prompted to select another number.

Creating an e-mail shortcut using the touch screen

1 From the home screen, navigate to:

E-mail > **Recipient** > type an e-mail address

To create a group of recipients, touch **Next address**, and then type the next recipient's e-mail address.

2 Touch .

3 Type a unique name for the shortcut, and then touch **Done**.

4 Verify that the shortcut name and number are correct, and then touch **OK**.

If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

E-mailing a document

Sending an e-mail using the touch screen

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.

   Note: Make sure the size of the original document and the copy paper size are the same. Failure to set the proper size may result to a cropped image.

3. From the home screen, navigate to:

   E-mail > **Recipient**

4. Enter the e-mail address, or press # and then enter the shortcut number.

   To enter additional recipients, touch **Next Address**, and then enter the address or shortcut number you want to add.

   Note: You can also enter an e-mail address using the address book.

5. Touch **Done** > **Send It**.

Sending an e-mail using a shortcut number

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.

3. Press #, enter the shortcut number using the keypad, and then touch ✓.

   To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add.

4. Touch **Send It**.

Sending an e-mail using the address book

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.

3. From the home screen, navigate to:

   E-mail >**Recipient(s)** > > enter the name of recipient > **Browse shortcuts**

4 Touch the name of the recipients.

To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add, or search the address book.

5 Touch **Done**.

Customizing e-mail settings

Adding e-mail subject and message information

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, touch **E-mail**.

4 Type an e-mail address.

5 Touch **Options** > **Subject**.

6 Type the e-mail subject.

7 Touch **Done** > **Message**.

8 Type an e-mail message.

9 Touch **Done** > **E-mail It**.

Changing the output file type

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

E-mail > **Recipient** > type an e-mail address > **Send as**

4 Touch the button that represents the file type you want to send.

- **PDF**—Use this to create a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at www.adobe.com.
- **Secure PDF**—Use this to create an encrypted PDF file that protects the file contents from unauthorized access.
- **TIFF**—Use this to create multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.

- **JPEG**—Use this to create and attach a separate file for each page of your original document, viewable by most Web browsers and graphics programs.
- **XPS**—Use this to create a single XML Paper Specification (XPS) file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third-party standalone viewer.

5 Touch **E-mail It**.

Note: If you selected Secure PDF, you will be prompted to enter your password twice.

Canceling an e-mail

- When using the ADF, touch **Cancel Job** while **`Scanning`** appears.
- When using the scanner glass, touch **Cancel Job** while **`Scanning`** appears, or while **`Scan the Next Page`** / **`Finish the Job`** appears.

Understanding e-mail options

Recipients

This option lets you enter the destination of your e-mail. You may enter multiple e-mail addresses.

Subject

This option lets you enter a subject line for your e-mail.

Message

This option lets you enter a message that will be sent with your scanned attachment.

File Name

This option lets you customize the attachment file name.

Original Size

This option opens a screen where you can choose the size of the documents you are going to e-mail.

- Touch a paper size button to select that size as the Original Size setting. The e-mail screen appears with the new setting displayed.
- When “Original Size” is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes.
- When “Original Size” is set to Auto Size Sense, the scanner automatically determines the size of the original document.

Resolution

Adjusts the output quality of your e-mail. Increasing the image resolution increases the e-mail file size and the time needed to scan your original document. Image resolution can be decreased to reduce the e-mail file size.

Color

This option sets the output color for the scanned image. Touch to enable or disable color.

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Darkness

This option adjusts how light or dark your scanned documents will turn out in relation to the original document.

Send As

This option sets the output (PDF, TIFF, JPEG or XPS) for the scanned image.

- **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at www.adobe.com.
- **Secure PDF**—Creates an encrypted PDF file that protects the file contents from unauthorized access
- **TIFF**—Creates multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- **JPEG**—Creates and attaches a separate file for each page of your original document, viewable by most Web browsers and graphics programs
- **XPS**—Creates a single XPS file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third party standalone viewer

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)**— Specifies if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned for inclusion in the e-mail.
- **Orientation**— Specifies the orientation of the original document, and then changes **Sides** and **Binding** to match the orientation.
- **Binding**— Specifies if the original document is bound on the long-edge or short-edge side.

Scan Preview

This option displays the first page of the image before it is included in the e-mail. When the first page is scanned, the scanning is paused and a preview image appears.

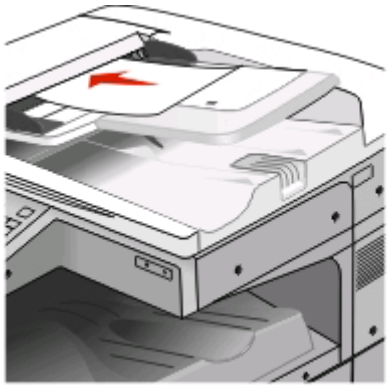
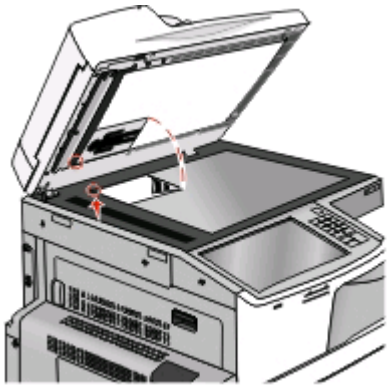
Advanced Options

Touching this button opens a screen where you can change the following settings:

- **Advanced Imaging**—Use to adjust the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you e-mail the document.
- **Custom Job**—Use to combine multiple scanning jobs into a single job.
- **Edge Erase**—Use to eliminate smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.
- **Transmission Log**—Use to print the transmission log or transmission error log.

Faxing

Note: Fax capabilities may not be available on all printer models.

ADF	Scanner glass
	
Use the ADF for multiple-page documents.	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

Getting the printer ready to fax

The following connection methods may not be applicable in all countries or regions.

Note: During the initial printer setup, deselect Fax and any other function you plan to set up later, and then touch **Continue**. The indicator light may blink red if the fax function is enabled and not fully set up.

CAUTION—SHOCK HAZARD: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.

Warning—Potential Damage: Do not touch cables or the printer in the area shown while actively sending or receiving a fax.

Initial fax setup

Many countries and regions require outgoing faxes to contain the following information in a margin at the top or bottom of each transmitted page, or on the first page of the transmission: station name (identification of the business, other entity, or individual sending the message) and station number (telephone number of the sending fax machine, business, other entity, or individual).

To enter your fax setup information, use the printer control panel, or use your browser to access the Embedded Web Server and then enter the Settings menu.

Note: If you do not have a TCP/IP environment, then you must use the printer control panel to enter your fax setup information.

Using the printer control panel for fax setup

When the printer is turned on for the first time or if the printer has been off for an extended time, a series of start-up screens appear. If the printer has fax capabilities, then the following screens appear:

Fax Name or Station Name

Fax Number or Station Number

1. When **`Fax Name`** or **`Station Name`** appears, enter the name to be printed on all outgoing faxes.
2. After entering the Fax Name or Station Name, touch **Submit**.
3. When **`Fax Number`** or **`Station Number`** appears, enter the printer fax number.
4. After entering the Fax Number or Station Number, touch **Submit**.

Using the Embedded Web Server for fax setup

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:

   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings** > **Fax Settings** > **Analog Fax Setup**.

3 In the Fax Name or Station Name field, enter the name to be printed on all outgoing faxes.

4 In the Fax Number or Station Number field, enter the printer fax number.

5 Click **Submit**.

Choosing a fax connection

Notes:

- The printer is an analog device that works best when directly connected to the telephone wall outlet. Other devices (such as a telephone or answering machine) can be successfully attached to pass through the printer, as described in the setup steps.
- If you want a digital connection such as ISDN, DSL, or ADSL, then a third-party device (such as a DSL filter) is required. Contact your DSL provider for a DSL filter. The DSL filter removes the digital signal on the telephone line that can interfere with the ability of the printer to fax properly.
- You *do not* need to attach the printer to a computer, but you *do* need to connect it to an analog telephone line to send and receive faxes.

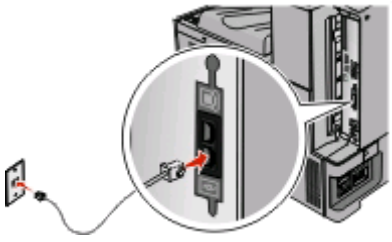
Equipment and service options	Fax connection setup
Connect directly to the telephone line.	See “Connecting to an analog telephone line” on page 125.
Connect to a Digital Subscriber Line (DSL or ADSL) service.	See “Connecting to a DSL service” on page 126.
Connect to a Private Branch eXchange (PBX) or Integrated Services Digital Network (ISDN) system.	See “Connecting to a PBX or ISDN system” on page 126.
Use a Distinctive Ring service.	See “Connecting to a distinctive ring service” on page 127.
Connect through an adapter used in your area.	See “Connecting to an adapter for your country or region” on page 127.

Connecting to an analog telephone line

If your telecommunications equipment uses a US-style (RJ11) telephone line, then follow these steps to connect the equipment:

1 Connect one end of the telephone cable that came with the printer to the printer LINE port .

2 Connect the other end of the telephone cable to an active analog telephone wall jack.

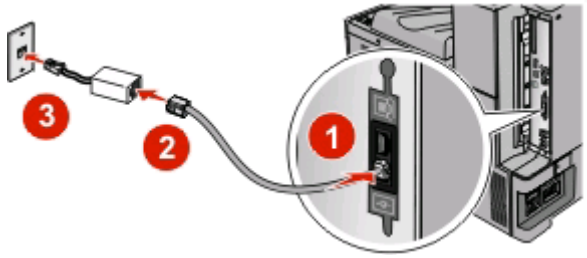


Connecting to a DSL service

If you subscribe to a DSL service, then contact the DSL provider to obtain a DSL filter and telephone cord, and then follow these steps to connect the equipment:

1. Connect one end of the telephone cable that came with the printer to the printer LINE port.
2. Connect the other end of the telephone cable to the DSL filter.

   Note: Your DSL filter may look different than the one in the illustration.
3. Connect the DSL filter cable to an active telephone wall jack.



Connecting to a PBX or ISDN system

If you use a PBX or ISDN converter or terminal adapter, then follow these steps to connect the equipment:

1. Connect one end of the telephone cable that came with the printer to the printer LINE port.
2. Connect the other end of the telephone cable to the port designated for fax and telephone use.

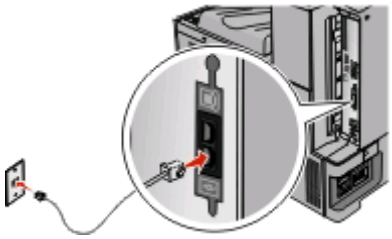
   Notes:

   - Make sure the terminal adapter is set to the correct switch type for your region.
   - Depending on the ISDN port assignment, you may have to connect to a specific port.
   - When using a PBX system, make sure the call waiting tone is off.
   - When using a PBX system, dial the outside line prefix before dialing the fax number.
   - For more information on using the fax with a PBX system, see the documentation that came with your PBX system.

Connecting to a distinctive ring service

A distinctive ring service may be available from your telephone service provider. This service allows you to have multiple telephone numbers on one telephone line, with each telephone number having a different ring pattern. This may be useful for distinguishing between fax and voice calls. If you subscribe to a distinctive ring service, then follow these steps to connect the equipment:

1. Connect one end of the telephone cable that came with the printer to the printer LINE port .
2. Connect the other end of the telephone cable to an active analog telephone wall jack.



3. Change the Distinctive Rings setting to match the setting you want for the printer to answer:

   Note: The factory default setting for distinctive rings is **On**. This allows the printer to answer single, double, and triple ring patterns.

   a. From the home screen, navigate to:

   > **Settings** > **Fax Settings** > **Analog Fax Settings** > **Distinctive Rings**

   b. Select the pattern setting you want to change, and then touch **Submit**.

Connecting to an adapter for your country or region

The following countries or regions may require a special adapter to connect the telephone cable to the active telephone wall jack:

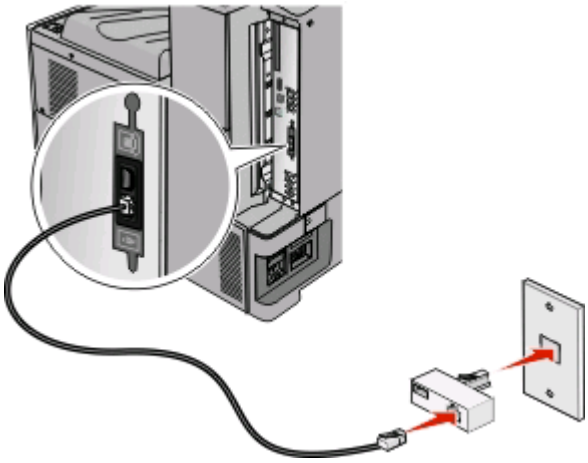
Country/Region

- Austria
- Cyprus
- Denmark
- Finland
- France
- Germany
- Ireland
- Italy
- New Zealand
- Netherlands
- Norway
- Portugal
- Sweden
- Switzerland
- United Kingdom

For some countries or regions, a telephone line adapter is included in the box. Use this adapter to connect an answering machine, telephone, or other telecommunications equipment to the printer.

1. Connect one end of the telephone cable that came with the printer to the printer LINE port .
2. Connect the other end of the telephone cable to the adapter, and then connect the adapter to the active telephone wall jack.

   Note: Your telephone adapter may look different than the one shown. It will fit the wall jack used in your location.



Setting the outgoing fax or station name and number

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:
   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
2. Click **Settings** > **Fax Settings** > **Analog Fax Setup**.
3. In the Fax Name or Station Name field, enter the name to be printed on all outgoing faxes.
4. In the Fax Number or Station Number field, enter the printer fax number.
5. Click **Submit**.

Setting the date and time

You can set the date and time so that they are printed on every fax you send. If there is a power failure, then you may have to reset the date and time.

1. Type the printer IP address in the address field of your Web browser.

   If you do not know the IP address of the printer, then you can:
   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
2. Click **Security** > **Set Date and Time**.
3. In the Set Date & Time field, enter the current date and time.
4. Click **Submit**.

Note: It is recommended to use the network time.

Configuring the printer to observe daylight saving time

The printer can be set to automatically adjust for daylight saving time:

1. Type the printer IP address in the address field of your Web browser.

If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Security** > **Set Date and Time**.

3 Select the **Automatically Observe DST** checkbox, and then enter the DST start and end dates in the Custom Time Zone Setup section.

4 Click **Submit**.

Creating shortcuts

Creating a fax destination shortcut using the Embedded Web Server

Instead of entering the entire phone number of a fax recipient on the printer control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A shortcut can be created to a single fax number or a group of fax numbers.

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings** > **Manage Shortcuts** > **Fax Shortcut Setup**.

Note: A password may be required. If you do not have an ID and password, get one from your system support person.

3 Type a unique name for the shortcut, and then enter the fax number.

To create a multiple-number shortcut, enter the fax numbers for the group.

Note: Separate each fax number in the group with a semicolon (;).

4 Assign a shortcut number.

If you enter a number that is already in use, then you are prompted to select another number.

5 Click **Add**.

Creating a fax destination shortcut using the touch screen

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Fax > enter the fax number

To create a group of fax numbers, touch **Next number**, and then enter the next fax number.

4 Navigate to:

> enter a name for the shortcut > **Done** > **OK** > **Fax It**

Sending a fax

Sending a fax using the touch screen

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, touch **Fax**.

4 Enter the fax number or a shortcut using the touch screen or keypad.

To add recipients, touch **Next Number** and then enter the recipient's telephone number or shortcut number, or search the address book.

Note: To place a dial pause within a fax number, press . The dial pause appears as a comma in the "Fax to" box. Use this feature if you need to dial an outside line first.

5 Touch **Fax It**.

Sending a fax using the computer

The printer driver fax option allows you to "print to fax," where the printer will send a queued document as a fax rather than print it. The fax option functions as a normal fax machine, but is controlled through the printer driver instead of the printer control panel.

1 With a document open, click **File** > **Print**.

2 Select the printer, and then navigate to:

Properties > **Fax** tab > **Enable fax**

3 Enter the recipient fax number(s) in the "Fax number(s)" field.

Fax numbers can be entered manually or by using the Phone Book feature.

4 If necessary, enter a prefix in the Dialing prefix field.

5 Select the appropriate paper size and page orientation.

6 If you want to include a cover page with the fax, then select **Include cover page with fax**, and enter the appropriate information.

7 Click **OK**.

Notes:

- The Fax option is available for use only with the PostScript driver or the Universal Fax Driver. For information on installing these drivers, see the *Software and Documentation* CD.
- The Fax option must be configured and enabled in the PostScript driver under Configuration tab before it can be used.
- If the **Always display settings prior to faxing** check box is selected, then you will be prompted to verify the recipient information before the fax is sent. If this check box is not selected, then the queued document will be sent automatically as a fax when you click **OK** on the Fax tab.

Sending a fax using shortcuts

Fax shortcuts are just like the speed dial numbers on a telephone or fax machine. A shortcut number (1–99999) can contain a single recipient or multiple recipients.

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not place postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. Press #, and then enter the shortcut number using the keypad.
4. Touch **Fax It**.

Sending a fax using the address book

The address book enables you to search for bookmarks and network directory servers.

Note: If the address book feature is not enabled, then contact your system support person.

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the home screen, navigate to:

   Fax > > **Browse shortcuts**

4. Using the virtual keyboard, type the name or part of the name of the person whose fax number you want to find.

   Note: Do not attempt to search for multiple names at the same time.

5. Touch **Done** > **Fax It**.

Customizing fax settings

Changing the fax resolution

Settings range from Standard (fastest speed) to Ultra Fine (slowest speed, best quality).

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the home screen, navigate to:

   Fax > enter the fax number > **Options**

4. From the Resolution area, touch the arrows to change to the resolution you want.
5. Touch **Fax It**.

Making a fax lighter or darker

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the home screen, navigate to:

   Fax > enter the fax number > **Options**

4. From the Darkness area, touch the arrows to adjust the darkness of the fax.
5. Touch **Fax It**.

Sending a fax at a scheduled time

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the home screen, navigate to:

   Fax > enter the fax number > **Options** > **Advanced Options** > **Delayed Send**

   Note: If Fax Mode is set to Fax Server, the Delayed Send button will not appear. Faxes waiting for transmission are listed in the Fax Queue.

4 Touch the arrows to adjust the time the fax will be transmitted.

The time is increased or decreased in increments of 30 minutes. If the current time is shown, the left arrow is unavailable.

5 Touch **Fax It**.

Note: The document is scanned and then faxed at the scheduled time.

Viewing a fax log

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings** > **Reports** > **Fax Job Log** or **Fax Call Log**.

Blocking junk faxes

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings** > **Fax Settings** > **Analog Fax Setup** > **Block No Name Fax**.

Notes:

- This option blocks all incoming faxes that have a private caller ID or no fax station name.
- In the Banned Fax List field, enter the phone numbers or fax station names of specific fax callers you want to block.

Canceling an outgoing fax

Canceling a fax while the original documents are still scanning

- When using the ADF, touch **Cancel Job** while **`Scanning...`** appears.
- When using the scanner glass, touch **Cancel Job** while **`Scanning...`** appears or while **`Scan the Next Page`** / **`Finish the Job`** appears.

Canceling a fax after the original documents have been scanned to memory

1. On the home screen, touch **Cancel Jobs**.

   The Cancel Jobs screen appears.

2. Touch the job or jobs you want to cancel.

   Only three jobs appear on the screen; touch the down arrow until the job you want appears, and then touch the job you want to cancel.

3. Touch **Delete Selected Jobs**.

   The Deleting Selected Jobs screen appears, the selected jobs are deleted, and then the home screen appears.

Understanding fax options

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Resolution

This options increases how closely the scanner examines the document you want to fax. If you are faxing a photo, a drawing with fine lines, or a document with very small text, then increase the Resolution setting. This will increase the amount of time required for the scan and will increase the quality of the fax output.

- **Standard**—Suitable for most documents
- **Fine 200 dpi**—Recommended for documents with small print
- **Super fine 300 dpi**—Recommended for original documents with fine detail
- **Ultra fine 600 dpi**—Recommended for documents with pictures or photos

Note: Fine 200 dpi and **Super fine 300 dpi** is displayed when color printing is selected.

Darkness

This option adjusts how light or dark your faxes will turn out in relation to the original document.

Color

This option enables or disables color in faxing.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding settings.

- **Sides (Duplex)**—Use to specify if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned for inclusion in the fax.
- **Orientation**—Use to specify the orientation of the original document, and then changes Sides and Binding to match the orientation.
- **Binding**—Use to specify if the original document is bound on the long-edge or short-edge side.

Scan Preview

This option displays the first page of the image before it is included in the fax. When the first page is scanned, the scanning is paused and a preview image appears.

Delayed Send

This lets you send a fax at a later time or date.

1. Set up your fax.
2. From the home screen, navigate to:

   Delayed Send > enter the date and time you want to send your fax > **Done**

Note: If the printer is turned off when the delayed fax is scheduled to be sent, then the fax is sent the next time the printer is turned on.

This setting can be especially useful in sending information to fax lines that are not readily available during certain hours, or when transmission times are cheaper.

Advanced Options

Touching the Advanced Options button opens a screen where you can change the following settings:

- **Advanced Imaging**—Use to adjust the Background Removal, Contrast, Color Balance, Negative Image, Mirror Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you fax the document.
- **Custom Job**—Use to combine multiple scanning jobs into a single job.
- **Edge Erase**—Use to eliminate smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.
- **Transmission Log**—Use to print the transmission log or transmission error log.

Holding and forwarding faxes

Holding faxes

This option lets you hold received faxes from printing until they are released. Held faxes can be released manually or at a scheduled day or time.

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:
   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
2. Click **Settings** > **Fax Settings** > **Analog Fax Setup** > **Holding Faxes**.
3. In the Print Faxes Password field, enter a password.
4. From the Held Fax Mode menu, select one of the following:
   - **Off**
   - **Always On**
   - **Manual**
   - **Scheduled**
5. If you selected Scheduled, then continue with the following steps:
   a. Click **Fax Holding Schedule**.
   b. From the Action menu, select **Hold faxes**.
   c. From the Time menu, select the time you want the held faxes released.
   d. From the Day(s) menu, select the day you want the held faxes released.
6. Click **Add**.

Forwarding a fax

This option lets you print and forward received faxes to a fax number, e-mail address, FTP site, or LDSS.

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:
   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
2. Click **Settings** > **Fax Settings**.
3. From the Fax Forwarding menu, select one of the following:
   - **Print**
   - **Print and Forward**
   - **Forward**
4. From the “Forward to” menu, select one of the following:
   - **Fax**
   - **E-mail**

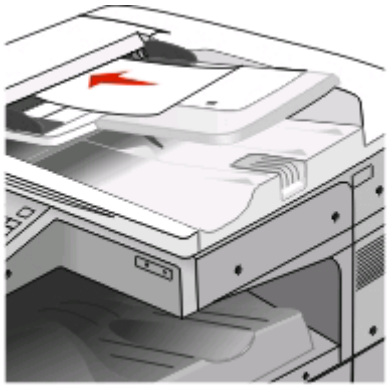
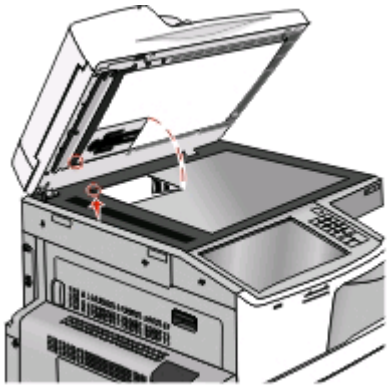
- **FTP**
- **LDSS**
- **eSF**

5 In the Forward to Shortcut field, enter the shortcut number where you want the fax forwarded.

Note: The shortcut number must be valid for the setting selected in the “Forward to” menu.

6 Click **Submit**.

Scanning to an FTP address

ADF	Scanner glass
	
Use the ADF for multiple-page documents.	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

The scanner lets you scan documents directly to a *File Transfer Protocol (FTP)* server. Only one FTP address may be sent to the server at a time.

Once an FTP destination has been configured by your system support person, the name of the destination becomes available as a shortcut number, or it is listed as a profile under the Held Jobs icon. An FTP destination could also be another PostScript printer; for example, a color document can be scanned and then sent to a color printer.

Creating shortcuts

Instead of entering the entire FTP site address on the printer control panel each time you want to send a document to an FTP server, you can create a permanent FTP destination and assign a shortcut number. There are two methods for creating shortcut numbers: using the Embedded Web Server or using the printer touch screen.

Creating an FTP shortcut using the Embedded Web Server

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:

   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Click **Settings**.
3. Under Other Settings, click **Manage Shortcuts**.

   Note: A password may be required. If you do not have an ID and password, get one from your system support person.

4. Click **FTP Shortcut Setup**.
5. Enter the appropriate information.

6 Enter a shortcut number.

If you enter a number that is already in use, then you are prompted to select another number.

7 Click **Add**.

Creating an FTP shortcut using the touch screen

1 From the home screen, navigate to:

FTP > type the FTP address > > enter a name for the shortcut > **Done**

2 Verify that the shortcut name and number are correct, and then touch **OK**. If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

If you enter a number that is already in use, then you are prompted to select another number.

3 Touch **Submit**.

Scanning to an FTP address

Scanning to an FTP address using the touch screen

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

FTP > **FTP** > type the FTP address > **Send It**

Scanning to an FTP address using a shortcut number

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 Press #, and then enter the FTP shortcut number.

4 Touch **Send It**.

Scanning to an FTP address using the address book

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 From the home screen, navigate to:

FTP > **FTP** > > enter the name of recipient > **Browse shortcuts** > name of recipient > **Search**

Understanding FTP options

FTP

This option lets you enter the IP address for the FTP destination.

Note: Addresses should be in dot notation form (for example: `yyy.yyy.yyy.yyy`).

File Name

This option lets you enter the file name of the scanned document.

Original Size

This option opens a screen where you can choose the size of the documents for FTP sending.

- Touch a paper size button to select that size as the Original Size setting. The FTP screen appears with the new setting displayed.
- When “Original Size” is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes.
- When “Original Size” is set to Auto Size Sense, the scanner automatically determines the size of the original document.

Send As

This option sets the output (PDF, TIFF, JPEG or XPS) for the scanned image.

- **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at www.adobe.com.
- **Secure PDF**—Creates an encrypted PDF file that protects the file contents from unauthorized access
- **TIFF**—Creates multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- **JPEG**—Creates and attaches a separate file for each page of your original document, viewable by most Web browsers and graphics programs
- **XPS**—Creates a single XPS file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third party standalone viewer

Color

This option enables or disables color for the scanned image.

Resolution

This option adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

Darkness

This option adjusts how light or dark your files will turn out in relation to the original document.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)**— Specifies if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned.
- **Orientation**— Specifies the orientation of the original document, and then changes the Sides and Binding settings to match the orientation.
- **Binding**— Specifies if the original document is bound on the long-edge or short-edge side.

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Scan Preview

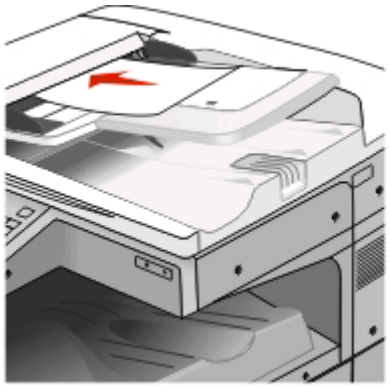
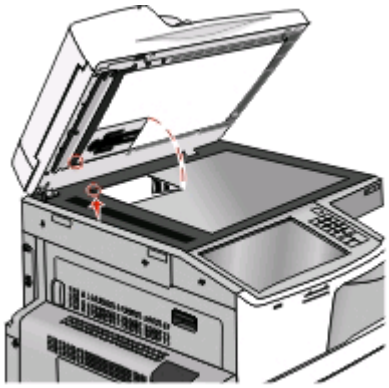
This option displays the first page of the original document before it is scanned completely. When the first page is scanned, the scanning is paused and a preview image appears.

Advanced Options

Touching the Advanced Options button opens a screen where you can change the following settings:

- **Advanced Imaging**—Use to adjust the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Negative Image, Mirror Image, Scan edge to edge, Shadow Detail, Sharpness, and Temperature image output settings before sending the image.
- **Edge Erase**—Use to eliminate smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.
- **Transmission Log**—Use to print the transmission log or transmission error log.
- **Custom Job**—Use to combine multiple scanning jobs into a single job.

Scanning to a computer or flash drive

ADF	Scanner glass
	
Use the ADF for multiple-page documents.	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

The scanner lets you scan documents directly to a computer or a flash drive. The computer does not have to be directly connected to the printer for you to receive Scan to PC images. You can scan the document back to the computer over the network by creating a scan profile on the computer and then downloading the profile to the printer.

Scanning to a computer

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:

   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Click **Scan Profile** > **Create**.
3. Select your scan settings, and then click **Next**.
4. Select a location on your computer where you want to save the scanned output file.
5. Enter a scan name.

   The scan name is the name that appears in the Scan Profile list on the display.

6. Click **Submit**.
7. Review the instructions on the Scan Profile screen.

   A shortcut number was automatically assigned when you clicked **Submit**. You can use this shortcut number when you are ready to scan your documents.

   a. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

      Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

   b. If you are loading a document into the ADF, then adjust the paper guides.

c Press #, and then enter the shortcut number using the keypad, or touch **Held Jobs** on the home screen, and then touch **Profiles**.

d After entering the shortcut number, the scanner scans and sends the document to the directory or program you specified. If you touched **Profiles** on the home screen, then locate your shortcut on the list.

8 Return to the computer to view the file.

The output file is saved in the location or launched in the program you specified.

Scanning to a flash drive

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 Insert the flash drive into the USB port on the front of the printer.

The USB Drive home screen appears.

4 Select the destination folder, and then touch **Scan to USB drive**.

5 Adjust the scan settings.

6 Touch **Scan It**.

Understanding the Scan Center features

The Scan Center software lets you modify scan settings and select where to send the scanned output. Scan settings modified with the Scan Center software can be saved and used for other scan jobs.

The following features are available:

- Scan and send images to your computer
- Convert scanned images to text
- Preview the scanned image and adjust the brightness and contrast
- Make larger scans without losing detail
- Scan two-sided documents

Using the ScanBack Utility

You can use the Lexmark ScanBack™ Utility instead of the Embedded Web Server to create scan-to-PC profiles. The ScanBack Utility can be downloaded from the Lexmark Web site home page on **http:\\support.lexmark.com**.

1 Set up your scan-to-PC profile:

a Launch the ScanBack Utility.

b Select the printer.

If no printers are listed, then contact your system support person, or click **Setup** to manually search for an IP address or host name.

c Follow the instructions on your computer screen to define the type of document being scanned and what kind of output you want to create.

d Select any of the following:

- **Show MFP Instructions**—View or print the instructions.
- **Create Shortcut**—Save this group of settings to use again.

e Click **Finish**.

A dialog box appears with your scan profile information and the status of the received images.

2 Scan your original documents:

a Load all pages in the ADF or on the scanner glass.

b From the printer control panel, navigate to:
Scan/Email > **Profiles** > select your scan profile > **Submit**

Note: Your output file is saved in a directory or launched in the application you specified.

Understanding scan profile options

Original Size

This option sets the size of the documents you are going to scan. When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

Resolution

This option adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

Color

This option enables or disables color for the scanned image.

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.

- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Darkness

This option adjusts how light or dark your scanned documents will turn out in relation to the original document.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)**— Use this to specify if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned for inclusion in the e-mail.
- **Orientation**— Use this to specify the orientation of the original document, and then change **Sides** and **Binding** to match the orientation.
- **Binding**— Use this to specify if the original document is bound on the long-edge or short-edge of the page.

Scan Preview

This option displays the first page of the image before it is included in the e-mail. When the first page is scanned, the scanning is paused and a preview image appears.

Advanced Options

Touching the Advanced Options button opens a screen where you can change the following settings:

- **Advanced Imaging**—Use to change or adjust Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before scanning a document.
- **Custom Job**—Use to combine multiple scan jobs into a single scan job.
- **Edge Erase**—Use to remove smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scanned image.
- **Transmission Log**—Use to print the transmission log or transmission error log.

Understanding printer menus

Menus list

Supplies

Replace Supply
Cyan Cartridge
Magenta Cartridge
Yellow Cartridge
Black Cartridge
Cyan Photoconductor Unit
Magenta Photoconductor Unit
Yellow Photoconductor Unit
Black Photoconductor Unit
Separator Pick Assembly and Roller
Waste Toner Bottle
Fuser
Transfer Module
Staple Cartridge
Hole Punch Box

Paper Menu

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Substitute Size
Paper Texture
Paper Weight
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Custom Types
Custom Names
Custom Scan Sizes
Custom Bin Names
Universal Setup
Bin Setup

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Copy Guide
E-mail Guide
Fax Guide
FTP Guide
Print Defects Guide
Information Guide
Supplies Guide

Manage Shortcuts

Fax Shortcuts
E-mail Shortcuts
FTP Shortcuts
Copy Shortcuts
Profile Shortcuts

Option Card Menu

A list of installed DLEs (Download Emulators) appears.[2]

[1] Depending on the printer setup, this menu appears as Standard Network or Network [x].

[2] This menu appears only when one or more DLEs are installed.

Supplies menu

Menu item	Description
Replace Supply Separator Pick Assembly and Roller Yes No	Provides the option to reset the supply counter for the separator pad • Select Yes to reset the supply counter. • Select No to exit.
Cyan Cartridge Cartridge Nearly Low Cartridge Low Cartridge Very Low Cartridge Critically Low Invalid Replace Missing or Defective OK Unsupported	Shows the status of the cyan toner cartridge
Magenta Cartridge Cartridge Nearly Low Cartridge Low Cartridge Very Low Cartridge Critically Low Invalid Replace Missing or Defective OK Unsupported	Shows the status of the magenta toner cartridge
Yellow Cartridge Cartridge Nearly Low Cartridge Low Cartridge Very Low Cartridge Critically Low Invalid Replace Missing or Defective OK Unsupported	Shows the status of the yellow toner cartridge

Menu item	Description
Black Cartridge Cartridge Nearly Low Cartridge Low Cartridge Very Low Cartridge Critically Low Invalid Replace Missing or Defective OK Unsupported	Shows the status of the black toner cartridge
Cyan Photoconductor Unit Early Warning Low Replace Missing OK	Shows the status of the cyan photoconductor unit
Magenta Photoconductor Unit Early Warning Low Replace Missing OK	Shows the status of the magenta photoconductor unit
Yellow Photoconductor Unit Early Warning Low Replace Missing OK	Shows the status of the yellow photoconductor unit
Separator Pick Assembly and Roller OK Replace	Shows the status of the separator pick assembly and roller
Waste Toner Bottle Near Full Replace Missing OK	Shows the status of the waste toner bottle
Fuser Early Warning Low Replace Missing OK	Shows the status of the fuser

Menu item	Description
Transfer Module Early Warning Low Replace Missing OK	Shows the status of the transfer module
Staple Cartridge Early Warning Low Replace Missing OK	Shows the status of the staple cartridge
Hole Punch Box Near Full Replace Missing OK	Shows the status of the hole punch box

Paper menu

Default Source menu

Menu item	Description
Default Source Tray [x] MP Feeder Manual Paper Manual Envelope	Sets a default paper source for all print jobs **Notes:** • Tray 1 (standard tray) is the factory default setting. • From the Paper menu, Configure MP feeder must be set to Cassette for MP feeder to appear as a menu setting. • If the same size and type of paper are in two trays and the Paper Size and Paper Type settings match, then the trays are automatically linked. When one tray is empty, the print job continues using the linked tray.

Paper Size/Type menu

Menu item	Description
Tray [x] Size Letter Legal Executive JIS-B4 A3 11 x 17 Oficio (México) Folio Statement Universal A4 A5 A6 JIS B5	Specifies the paper size loaded in each tray **Notes:** • Letter is the US factory default setting. A4 is the international factory default setting. • For trays with automatic size sensing, only the size detected by the hardware appears. • If the same size and type of paper are in two trays and the Paper Size and Paper Type settings match, then the trays are automatically linked. When one tray is empty, the print job uses the linked tray.
Tray [x] Type Plain Paper Card Stock Transparency Recycled Glossy Heavy Glossy Labels Bond Envelope Rough Envelope Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Paper Custom Type [x]	Specifies the paper type loaded in each tray **Notes:** • Plain Paper is the factory default setting for Tray 1. Custom Type [x] is the factory default setting for all other trays. • If available, then a user-defined name will appear instead of Custom Type [x]. • Use this menu to configure automatic tray linking.
Note: Only installed trays are listed in this menu.	

Menu item	Description
MP Feeder Size Letter Legal Executive JIS-B4 A3 11 x 17 Oficio (México) Folio Statement Universal 7 3/4 Envelope 10 Envelope DL Envelope C5 Envelope Other Envelope A4 A5 A6 JIS B5	Specifies the paper size loaded in the multipurpose feeder **Notes:** • Letter is the US factory default setting. A4 is the international factory default setting. • From the Paper menu, Configure MP Feeder must be set to Cassette for MP Feeder to appear as a menu. • Other Envelope printing is not supported.
MP Feeder Type Custom Type [x] Plain Paper Card Stock Transparency Recycled Glossy Heavy Glossy Labels Bond Envelope Rough Envelope Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Paper	Specifies the paper type loaded in the multipurpose feeder **Notes:** • Custom Type [x] is the factory default setting. • From the Paper menu, Configure MP Feeder must be set to Cassette for MP Feeder Type to appear as a menu setting.
Note: Only installed trays are listed in this menu.	

Menu item	Description
Manual Paper Size Letter Legal Executive JIS-B4 A3 11 x 17 Oficio (México) Folio Statement Universal A4 A5 A6 JIS B5	Specifies the paper size being manually loaded **Note:** Letter is the US factory default setting. A4 is the international factory default setting.
Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Heavy Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Paper Custom Type [x]	Specifies the paper type being manually loaded **Note:** Plain Paper is the factory default setting.
Manual Envelope Size 10 Envelope DL Envelope C5 Envelope Other Envelope 7 3/4 Envelope	Specifies the envelope size being manually loaded **Notes:** • 10 Envelope is the US factory default setting. DL Envelope is the international factory default setting.Printing a custom size envelope is not supported. • Other Envelope printing is not supported.
Manual Envelope Type Envelope Rough Envelope Custom Type [x]	Specifies the envelope type being manually loaded **Note:** Envelope is the factory default setting.
Note: Only installed trays are listed in this menu.	

Configure MP menu

Menu item	Description
Configure MP Cassette Manual First	Determines when the printer selects paper from the multipurpose feeder **Notes:** • Cassette is the factory default setting. Cassette configures the multipurpose feeder as the automatic paper source. • Manual sets the multipurpose feeder only for manual feed print jobs. • First configures the multipurpose feeder as the primary paper source.

Substitute Size menu

Menu item	Description
Substitute Size All Listed Off Statement/A5 Letter/A4 11 x 17/A3	Substitutes a specified paper size if the requested paper size is not available **Notes:** • All Listed is the factory default setting. All available substitutions are allowed. • Off indicates that no size substitutions are allowed. • Setting a size substitution lets the print job continue without a Change Paper message appearing.

Paper Texture menu

Menu item	Description
Plain Texture Normal Rough Smooth	Specifies the relative texture of the paper loaded
Card Stock Texture Normal Rough Smooth	Specifies the relative texture of the card stock loaded **Note:** Settings appear only if card stock is supported.
Transparency Texture Normal Rough Smooth	Specifies the relative texture of the transparencies loaded
Recycled Texture Normal Rough Smooth	Specifies the relative texture of the recycled paper loaded
Note: Normal is the factory default setting for all paper types except bond, rough envelope and rough/cotton paper.	

Menu item	Description
Glossy Texture Normal Rough Smooth	Specifies the relative texture of the glossy paper loaded
Heavy Glossy Texture Normal Rough Smooth	Specifies the relative texture of the glossy paper loaded
Labels Texture Normal Rough Smooth	Specifies the relative texture of the labels loaded
Bond Texture Rough Smooth Normal	Specifies the relative texture of the bond paper loaded
Envelope Texture Normal Rough Smooth	Specifies the relative texture of the envelopes loaded
Rough Envelope Texture Rough	Specifies the relative texture of the envelopes loaded
Letterhead Texture Normal Rough Smooth	Specifies the relative texture of the letterhead loaded
Preprinted Texture Normal Rough Smooth	Specifies the relative texture of the preprinted paper loaded
Colored Texture Normal Rough Smooth	Specifies the relative texture of the colored paper loaded
Light Texture Normal Rough Smooth	Specifies the relative texture of the paper loaded
Note: Normal is the factory default setting for all paper types except bond, rough envelope and rough/cotton paper.	

Menu item	Description
Heavy Texture Normal Rough Smooth	Specifies the relative texture of the paper loaded
Rough/Cotton Texture Rough	Specifies the relative texture of the cotton paper loaded
Custom [x] Texture Normal Rough Smooth	Specifies the relative texture of the custom paper loaded **Note:** Settings appear only if the custom type is supported.
Note: Normal is the factory default setting for all paper types except bond, rough envelope and rough/cotton paper.	

Paper Loading menu

Menu item	Description
Card Stock Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Card Stock as the paper type **Note:** Off is the factory default setting.
Recycled Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Recycled as the paper type **Note:** Off is the factory default setting.
Glossy Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Glossy as the paper type **Note:** Off is the factory default setting.
Heavy Glossy Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Heavy Glossy as the paper type **Note:** Off is the factory default setting.
Labels Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Labels as the paper type **Note:** Off is the factory default setting.
Vinyl Labels Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Vinyl Labels as the paper type **Note:** Off is the factory default setting.
Bond Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Bond as the paper type **Note:** Off is the factory default setting.
Notes: • Duplex sets the printer default to 2-sided printing for every print job unless 1-sided printing is selected from Print Properties. • If Duplex is selected, then all print jobs are sent through the duplex unit, including 1-sided print jobs.	

Menu item	Description
Letterhead Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Letterhead as the paper type **Note:** Off is the factory default setting.
Preprinted Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Preprinted as the paper type **Note:** Off is the factory default setting.
Colored Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Colored as the paper type **Note:** Off is the factory default setting.
Light Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Light as the paper type **Note:** Off is the factory default setting.
Heavy Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Heavy as the paper type **Note:** Off is the factory default setting.
Rough/Cotton Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Rough or Cotton as the paper type **Note:** Off is the factory default setting.
Custom [x] Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Custom [x] as the paper type **Notes:** • Off is the factory default setting. • Custom [x] Loading is available only if the custom paper type is supported.

Notes:

- Duplex sets the printer default to 2-sided printing for every print job unless 1-sided printing is selected from Print Properties.
- If Duplex is selected, then all print jobs are sent through the duplex unit, including 1-sided print jobs.

Custom Types menu

Menu item	Description
Custom Type [x] Paper Card Stock Letterhead Transparency Glossy Rough/Cotton Labels Bond Envelope	Associates a paper or specialty media type with a factory default **Custom Type [x]** name or a user-defined custom name created from the Embedded Web Server or from MarkVision™ Professional **Notes:** • Paper is the factory default setting. • The custom paper type must be supported by the selected tray or multipurpose feeder in order to print from that source.
Recycled Paper Card Stock Letterhead Transparency Glossy Rough/Cotton Labels Bond Envelope	Specifies a paper type when the Recycled setting is selected in other menus **Notes:** • Paper is the factory default setting. • The custom paper type must be supported by the selected tray or multipurpose feeder in order to print from that source.

Custom Names menu

Menu item	Definition
Custom Name [x] [none]	Specify a custom name for a paper type. This name replaces the **Custom Type [x]** name in the printer menus.

Custom Scan Sizes menu

Menu item	Description
Custom Scan Size [x] Scan Size Name Width 1–11.69 inches (25–297 mm) Height 1–17 inches (25–432 mm) Orientation Portrait Landscape 2 scans per side Off On	Specifies a custom scan size name, scan sizes, and options. The custom scan size name replaces **Custom Scan Size [x]** in the printer menus. **Notes:** • 11.69 inches is the US factory default setting for Width. 297 millimeters is the international factory default setting for Width. • 17 inches is the US factory default setting for Height. 432 millimeters is the international factory default setting for Height. • Portrait is the factory default setting for Orientation. • Off is the factory default setting for 2 scans per side.

Universal Setup menu

Menu item	Description
Units of Measure Inches Millimeters	Identifies the unit of measure **Note:** Inches is the US factory default setting. Millimeters is the international factory default setting.
Portrait Width 3–48 inches 76–1219 mm	Sets the portrait width **Notes:** • 11.69 inches is the US factory default setting. Inches can be increased in 0.01-inch increments. • 296.9 mm is the international factory default setting. Millimeters can be increased in 1-mm increments. • If the width exceeds the maximum, then the printer uses the maximum width allowed.
Portrait Height 3–48 inches 76–1219 mm	Sets the portrait height **Notes:** • 48 inches is the US factory default setting. Inches can be increased in 0.01-inch increments. • 1219 mm is the international factory default setting. Millimeters can be increased in 1-mm increments. • If the height exceeds the maximum, then the printer uses the maximum height allowed.
Feed Direction Short Edge Long Edge	Specifies the feed direction **Notes:** • Short Edge is the factory default setting. • Long Edge appears only if the longest edge is shorter than the maximum width supported by the tray.

Bin Setup menu

Menu item	Description
Output Bin Standard Bin Bin [x]	Specifies the default exit bin **Note:** Standard Bin is the factory default setting.
Configure Bins Mailbox Link Link Optional Type Assignment	Specifies configuration options for exit bins **Notes:** • Mailbox is the factory default setting. This setting treats each bin as a separate mailbox. • Link configures all available bins as one large exit bin. • Link Optional links together all available exit bins except the standard bin and only appears when at least two optional bins are installed. • Type Assignment assigns each paper type to an output bin or linked bin set. • Bins assigned the same name are automatically linked unless Link Optional is selected.
Overflow Bin Standard Bin Bin [x]	Specifies an alternate exit bin when a designated bin is full **Note:** Standard Bin is the factory default setting.
Assign Type/Bin Plain Paper Bin Card Stock Bin Transparency Bin Recycled Bin Glossy Bin Heavy Glossy Bin Labels Bin Bond Bin Envelope Bin Rough Envelope Bin Letterhead Bin Preprinted Bin Colored Bin Light Paper Bin Heavy Paper Bin Rough/Cotton Bin Custom [x] Bin	Selects an exit bin for each supported paper type Available selections for each type are: Disabled Standard Bin Bin [x] **Note:** Disabled is the factory default setting.

Reports menu

Reports menu

Menu item	Description
Menu Settings Page	Prints a report containing information about the paper loaded into trays, installed memory, total page count, alarms, timeouts, printer control panel language, TCP/IP address, status of supplies, status of the network connection, and other information
Device Statistics	Prints a report containing printer statistics such as supply information and details about printed pages
Network Setup Page	Prints a report containing information about the network printer settings, such as the TCP/IP address information **Note:** This menu item appears only in network printers or printers connected to print servers.
Network [x] Setup Page	Prints a report containing information about the network printer settings, such as the TCP/IP address information **Notes:** • This menu item is available when there is more than one network option installed. • This menu item appears only in network printers or printers connected to print servers.
Shortcut List	Prints a report containing information about configured shortcuts
Fax Job Log	Prints a report containing information about the last 200 completed faxes **Note:** This menu item is available only when Enable Job Log is set to On in the Fax Settings menu.
Fax Call Log	Prints a report containing information about the last 100 attempted, received, and blocked calls **Note:** This menu item is available only when Enable Job Log is set to On in the Fax Settings menu.
Copy Shortcuts	Prints a report containing information about copy shortcuts
E-mail Shortcuts	Prints a report containing information about e-mail shortcuts
Fax Shortcuts	Prints a report containing information about fax shortcuts
FTP Shortcuts	Prints a report containing information about FTP shortcuts
Profiles List	Prints a list of profiles stored in the printer
Print Fonts	Prints a report of all the fonts available for the printer language currently set in the printer

Menu item	Description
Print Directory	Prints a list of all the resources stored on an optional flash memory card or printer hard disk **Notes:** • Job Buffer Size must be set to 100%. • Make sure the optional flash memory or printer hard disk is installed correctly and working.
Asset Report	Prints a report containing asset information including the printer serial number and model name. The report contains text and UPC barcodes that can be scanned into an asset database.

Network/Ports menu

Active NIC menu

Menu item	Description
Active NIC Auto [list of available network cards]	**Notes:** • Auto is the factory default setting. • This menu item appears only if an optional network card is installed.

Standard Network or Network [x] menus

Note: Only active ports appear in this menu; all inactive ports are omitted.

Menu item	Description
PCL SmartSwitch On Off	Sets the printer to automatically switch to PCL emulation when a print job requires it, regardless of the default printer language **Notes:** • On is the factory default setting. • When Off is used, the printer does not examine incoming data. The printer uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off.
PS SmartSwitch On Off	Sets the printer to automatically switch to PS emulation when a print job requires it, regardless of the default printer language **Notes:** • On is the factory default setting. • When Off is used, the printer does not examine incoming data. The printer uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off.

Menu item	Description
NPA Mode Auto Off	Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol **Notes:** • Auto is the factory default setting. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Network Buffer Auto 3KB to [maximum size allowed]	Sets the size of the network input buffer **Notes:** • Auto is the factory default setting. • The value can be changed in 1-KB increments. • The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the Network Buffer, disable or reduce the size of the parallel, serial, and USB buffers. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Job Buffering Off On Auto	Temporarily stores print jobs on the printer hard disk before printing. This menu only appears if a formatted disk is installed. **Notes:** • Off is the factory default setting. • On buffers print jobs on the printer hard disk. • Auto buffers print jobs only if the printer is busy processing data from another input port. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Mac Binary PS Auto On Off	Sets the printer to process Macintosh binary PostScript print jobs **Notes:** • Auto is the factory default setting. • Off filters print jobs using the standard protocol. • On processes raw binary PostScript print jobs.

Menu item	Description
Standard Network Setup Reports Network Card TCP/IP IPv6 Wireless AppleTalk	Displays and sets the printer network settings. **Note:** The Wireless menu appears only when the printer is connected to a wireless network.
Network [x] Setup Reports Network Card TCP/IP IPv6 Wireless AppleTalk	

Network Reports menu

This menu is available from the Network/Ports menu:

Network/Ports > **Standard Network** or **Network [x]** > **Standard Network Setup** or **Network Setup** > **Reports** or **Network Reports**

Menu item	Description
Print Setup Page	Prints a report containing information about the network printer settings, such as the TCP/IP address

Network Card menu

This menu is available from the Network/Ports menu:

Network/Ports > **Standard Network** or **Network [x]** > **Standard Network Setup** or **Network [x] Setup** > **Network Card**

Menu item	Description
View Card Status Connected Disconnected	Lets you view the connection status of the Network Card
View Card Speed	Lets you view the speed of a currently active network card
Network Address UAA LAA	Lets you view the network addresses
Job Timeout 0 10–225	Sets the amount of time in seconds before a network print job is canceled **Note:** 90 seconds is the factory default setting.

Menu item	Description
Banner Page Off On	Allows the printer to print a banner page **Note:** Off is the factory default setting.

TCP/IP menu

This menu is available from the Network/Ports menu:

Network/Ports > **Standard Network** or **Network [x]** > **Standard Network Setup** or **Network [x] Setup** > **TCP/IP**

Note: This menu is available only in network models or printers attached to print servers.

Menu item	Description
Activate On Off	Activates TCP/IP **Note:** On is the factory default setting.
Set Hostname	Lets you set the current TCP/IP hostname **Note:** This can be changed only from the Embedded Web Server.
IP Address	Lets you view or change the current TCP/IP address **Note:** Manually setting the IP address sets the Enable DHCP and Enable Auto IP settings to Off. It also sets Enable BOOTP and Enable RARP to Off on systems that support BOOTP and RARP.
Netmask	Lets you view or change the current TCP/IP netmask
Gateway	Lets you view or change the current TCP/IP gateway
Enable DHCP On Off	Specifies the DHCP address and parameter assignment setting **Note:** On is the factory default setting.
Enable RARP On Off	Specifies the RARP address assignment setting **Note:** On is the factory default setting.
Enable BOOTP On Off	Specifies the BOOTP address assignment setting **Note:** On is the factory default setting.
Enable AutoIP Yes No	Specifies the Zero Configuration Networking setting **Note:** Yes is the factory default setting.
Enable FTP/TFTP Yes No	Enables the built-in FTP server, which allows you to send files to the printer using File Transfer Protocol. **Note:** Yes is the factory default setting.
Enable HTTP Server Yes No	Enables the built-in web server (Embedded Web Server). When enabled, the printer can be monitored and managed remotely using a web browser. **Note:** Yes is the factory default setting.

Menu item	Description
WINS Server Address	Lets you view or change the current WINS server address
Enable DDNS Yes No	Lets you view or change the current DDNS setting **Note:** Yes is the factory default setting.
Enable mDNS Yes No	Lets you view or change the current mDNS setting **Note:** Yes is the factory default setting.
DNS Server Address	Lets you view or change the current DNS server address
Enable HTTPS Yes No	Lets you view or change the current HTTPS setting **Note:** Yes is the factory default setting.

IPv6 menu

This menu is available from the Network/Ports menu:

Network/Ports > **Standard Network** or **Network [x]** > **Standard Network Setup** or **Network [x] Setup** > **IPv6**

Note: This menu is available only for network models or printers attached to print servers.

Menu item	Description
Enable IPv6 On Off	Enables IPv6 in the printer **Note:** On is the factory default setting.
Auto Configuration On Off	Specifies whether the network adapter accepts the automatic IPv6 address configuration entries provided by a router **Note:** On is the factory default setting.
Set Hostname	Lets you set the hostname **Note:** These settings can be changed only from the Embedded Web Server.
View Address	
View Router Address	
Enable DHCPv6 On Off	Enables DHCPv6 in the printer **Note:** On is the factory default setting.

Wireless menu

Use the following menu items to view or configure the wireless internal print server settings.

Note: This menu is available only for models connected to a wireless network.

The Wireless menu is available from the Network/Ports menu:

Network/Ports > **Standard Network** or **Network [x]** > **Standard Network Setup** or **Network [x] Setup** > **Wireless**

Menu item	Description
WPS PBC Mode	Lets you connect the printer to a wireless network by pressing buttons on both the printer and the access point (wireless router) within a given period of time
WPS PIN Mode	Lets you connect the printer to a wireless network by using a PIN on the printer and entering it into the wireless settings of the access point
WPS Auto Detect Disable Enable	Automatically detects the connection method that an access point with WPS uses— WPS Push Button Configuration (PBC) or WPS Personal Identification Number (PIN) **Note:** Disable is the factory default setting.
Network Mode Ad hoc Infrastructure	Specifies the network mode **Notes:** • Ad hoc is the factory default setting. This configures wireless connection directly between the printer and a computer. • Infrastructure lets the printer access a network using an access point.
Compatibility 802.11b/g/n 802.11n 802.11b/g	Specifies the wireless standard for the wireless network **Note:** The 802.11b/g/n is the factory default setting.
Choose Network [list of available networks]	Lets you select an available network for the printer to use
View Signal Quality	Lets you view the quality of the wireless connection
View Security Mode	Lets you view the encryption method that a wireless network uses

Note: *Wi-Fi Protected Setup (WPS)* is a simple and secure configuration that allows you to establish a wireless network and enable network security without requiring prior knowledge of Wi-Fi technology. It is no longer necessary to configure the network name (SSID) and WEP key or WPA passphrase for network devices.

AppleTalk menu

This menu is available from the Network/Ports menu:

Network/Ports > **Standard Network** or **Network [x]** > **Standard Network Setup** or **Network [x] Setup** > **AppleTalk**

Menu item	Description
Activate Yes No	Activates AppleTalk support **Note:** Yes is the factory default setting.
View Name	Shows the assigned AppleTalk name **Note:** The name can be changed only from the Embedded Web Server.
View Address	Shows the assigned AppleTalk address **Note:** The address can be changed only from the Embedded Web Server.

Menu item	Description
Set Zone [default] [list of zones available on the network]	Provides a list of AppleTalk zones available on the network **Note:** When “default” is selected, the printer uses the AppleTalk zone that the router identifies as the default zone for the network. If no default zone exists, then the zone marked with an * is the default setting.

Standard USB menu

Menu item	Description
PCL SmartSwitch On Off	Sets the printer to automatically switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language **Notes:** • On is the factory default setting. • When set to Off, the printer does not examine incoming data. The printer uses PostScript emulation if the PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if the PS SmartSwitch is set to Off.
PS SmartSwitch On Off	Sets the printer to automatically switch to PS emulation when a print job received through a USB port requires it, regardless of the default printer language **Notes:** • On is the factory default setting. • When set to Off, the printer does not examine incoming data. The printer uses PCL emulation if the PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if the PCL SmartSwitch is set to Off.
NPA Mode Auto On Off	Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol **Notes:** • Auto is the factory default setting. Auto sets the printer to examine data, determine the format, and then process it appropriately. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
USB Buffer Auto 3KB to [maximum size allowed] Disabled	Sets the size of the USB input buffer **Notes:** • Auto is the factory default setting. • Disabled turns off job buffering. Any jobs already buffered on the printer hard disk are printed before normal processing resumes. • The USB buffer size value can be changed in 1-KB increments. • The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the USB Buffer, disable or reduce the size of the parallel, serial, and network buffers. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.

Menu item	Description
Job Buffering Off On Auto	Temporarily stores print jobs on the printer hard disk before printing **Notes:** • Off is the factory default setting. • On buffers jobs on the printer hard disk. • Auto buffers print jobs only if the printer is busy processing data from another input port. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Mac Binary PS Auto On Off	Sets the printer to process Macintosh binary PostScript print jobs **Notes:** • Auto is the factory default setting. • On processes raw binary PostScript print jobs. • Off filters print jobs using the standard protocol.
ENA Address yyy.yyy.yyy.yyy	Sets the network address information for an external print server **Note:** This menu item is available only if the printer is attached to an external print server through the USB port.
ENA Netmask yyy.yyy.yyy.yyy	Sets the netmask information for an external print server **Note:** This menu item is available only if the printer is attached to an external print server through the USB port.
ENA Gateway yyy.yyy.yyy.yyy	Sets the gateway information for an external print server **Note:** This menu item is available only if the printer is attached to an external print server through the USB port.

Parallel [x] menu

Menu item	Description
PCL SmartSwitch On Off	Sets the printer to automatically switch to PCL emulation when a print job received through a serial port requires it, regardless of the default printer language **Notes:** • On is the factory default setting. • When set to Off, the printer does not examine incoming data. The printer uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off.
PS SmartSwitch On Off	Sets the printer to automatically switch to PS emulation when a print job received through a serial port requires it, regardless of the default printer language **Notes:** • On is the factory default setting. • When set to Off, the printer does not examine incoming data. The printer uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off.

Menu item	Description
NPA Mode Auto On Off	Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol **Notes:** • Auto is the factory default setting. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Parallel Buffer Auto 3KB to [maximum size allowed] Disabled	Sets the size of the parallel input buffer **Notes:** • Auto is the factory default setting. • Disabled turns off job buffering. Any print jobs already buffered on the printer hard disk are printed before normal processing resumes. • The parallel buffer size setting can be changed in 1-KB increments. • The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the Parallel Buffer, disable or reduce the size of the USB, serial, and network buffers. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Job Buffering Off On Auto	Temporarily stores print jobs on the printer hard disk before printing **Notes:** • Off is the factory default setting. • On buffers print jobs on the printer hard disk. • Auto buffers print jobs only if the printer is busy processing data from another input port. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Advanced Status On Off	Enables bidirectional communication through the parallel port **Notes:** • On is the factory default setting. • Off disables parallel port negotiation.
Protocol Fastbytes Standard	Specifies the parallel port protocol **Notes:** • Fastbytes is the factory default setting. It provides compatibility with most existing parallel ports and is the recommended setting. • Standard tries to resolve parallel port communication problems.

Menu item	Description
Honor Init Off On	Determines if the printer honors printer hardware initialization requests from the computer **Notes:** • Off is the factory default setting. • The computer requests initialization by activating the Init signal from the parallel port. Many personal computers activate the Init signal each time the computer is turned on.
Parallel Mode 2 On Off	Determines if the parallel port data is sampled on the leading or trailing edge of a strobe **Note:** On is the factory default setting.
Mac Binary PS Auto On Off	Sets the printer to process Macintosh binary PostScript print jobs **Notes:** • Auto is the factory default setting. • Off filters print jobs using the standard protocol. • On processes raw binary PostScript print jobs.
ENA Address yyy.yyy.yyy.yyy	Sets the network address information for an external print server **Note:** This menu item is available only if the printer is attached to an external print server through the USB port.
ENA Netmask yyy.yyy.yyy.yyy	Sets the netmask information for an external print server **Note:** This menu item is available only if the printer is attached to an external print server through the USB port.
ENA gateway yyy.yyy.yyy.yyy	Sets the gateway information for an external print server **Note:** This menu item is available only if the printer is attached to an external print server through the USB port.

Serial [x] menu

Menu item	Description
PCL SmartSwitch On Off	Sets the printer to automatically switch to PCL emulation when a print job received through a serial port requires it, regardless of the default printer language **Notes:** • On is the factory default setting. • When set to Off, the printer does not examine incoming data. The printer uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off.

Menu item	Description
PS SmartSwitch On Off	Sets the printer to automatically switch to PS emulation when a print job received through a serial port requires it, regardless of the default printer language **Notes:** • On is the factory default setting. • When set to Off, the printer does not examine incoming data. The printer uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off.
NPA Mode Auto On Off	Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol **Notes:** • Auto is the factory default setting. Auto sets the printer to examine data, determine the format, and then processes it appropriately. • When set to On, the printer performs NPA processing. If the data is not in NPA format, it is rejected as bad data. • When set to Off, the printer does not perform NPA processing. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Serial Buffer Auto 3KB to [maximum size allowed] Disabled	Sets the size of the serial input buffer **Notes:** • Auto is the factory default setting. • Disabled turns off job buffering. Any jobs already buffered on the disk are printed before normal processing is resumed. • The serial buffer size setting can be changed in 1-KB increments. • The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the Serial Buffer, disable or reduce the size of the parallel, serial, and network buffers. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Job Buffering Off On Auto	Temporarily stores print jobs on the printer hard disk before printing **Notes:** • Off is the factory default setting. The printer does not buffer print jobs on the printer hard disk. • On buffers print jobs on the printer hard disk. • Auto buffers print jobs only if the printer is busy processing data from another input port. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.

Menu item	Description
Protocol DTR DTR/DSR XON/XOFF XON/XOFF/DTR XONXOFF/DTRDSR	Selects the hardware and software handshaking settings for the serial port **Notes:** • DTR is the factory default setting. • DTR/DSR is a hardware handshaking setting. • XON/XOFF is a software handshaking setting. • XON/XOFF/DTR and XON/XOFF/DTR/DSR are combined hardware and software handshaking settings.
Robust XON Off On	Determines whether the printer communicates availability to the computer **Notes:** • Off is the factory default setting. • This menu item applies only to the serial port if Serial Protocol is set to XON/XOFF.
Baud 9600 19200 38400 57600 115200 138200 172800 230400 345600 1200 2400 4800	Specifies the rate at which data can be received through the serial port **Notes:** • 9600 is the factory default setting. • 138200, 172800, 230400, and 345600 baud rates are only displayed in the Standard Serial menu. These settings do not appear in the Serial Option 1, Serial Option 2, or Serial Option 3 menus.
Data Bits 8 7	Specifies the number of data bits sent in each transmission frame **Note:** 8 is the factory default setting.
Parity None Ignore Even Odd	Sets the parity for serial input and output data frames **Note:** None is the factory default setting.
Honor DSR Off On	Determines whether the printer uses the DSR Signal **Notes:** • Off is the factory default setting. • DSR is a handshaking signal used by most serial cables. The serial port uses DSR to distinguish data sent by the computer from data created by electrical noise in the serial cable. The electrical noise can cause stray characters to print. Set this to On to prevent stray characters from printing.

SMTP Setup menu

Menu item	Description
Primary SMTP Gateway	Specifies SMTP server gateway and port information **Note:** 25 is the default SMTP gateway port.
Primary SMTP Gateway Port	
Secondary SMTP Gateway	
Secondary SMTP Gateway Port	
SMTP Timeout 5–30	Specifies the amount of time in seconds before the server stops trying to send an e-mail **Note:** 30 seconds is the factory default setting.
Reply Address	Specifies a reply address of up to 128 characters in the e-mail sent by the printer
Use SSL Disabled Negotiate Required	Sets the printer to use SSL for increased security when connecting to the SMTP server **Notes:** • Disabled is the factory default setting. • When the Negotiate setting is used, the SMTP server determines if SSL will be used.
SMTP Server Authentication No authentication required Login/Plain CRAM-MD5 Digest-MD5 NTLM Kerberos 5	Specifies the type of user authentication required for scan to e-mail privileges **Note:** "No authentication required" is the factory default setting.
Device-Initiated E-mail None Use Device SMTP Credentials	Specifies what credentials will be used when communicating to the SMTP server. Some SMTP servers require credentials to send an e-mail. **Notes:** • None is the factory default setting for Device and User-Initiated E-mail. • Device Userid and Device Password are used to log in to the SMTP server when Use Device SMTP Credentials is selected.
User-Initiated E-mail None Use Device SMTP Credentials Use Session User ID & Password Use Session E-mail address & Password Prompt User	
Device Userid	
Device Password	
Kerberos 5 Realm	
NTLM Domain	

Security menu

Editing Security Setups menu

Menu item	Description
Edit Backup Password	Creates a backup password **Note:** This menu item will only appear if a backup password exists.
Edit Building Blocks	Edits the Internal Accounts, NTLM, various Setups, Password, and PIN
Edit Security Templates	Adds or edits a Security Template
Edit Access Controls	Controls access to printer menus, firmware updates, held jobs, and other access points

Miscellaneous Security Settings menu

Menu item	Description
Login Restrictions Login failures Failure time frame Lockout time Panel Login Timeout Remote Login Timeout	Limits the number and time frames of failed login attempts from the printer control panel before *all* users are locked out **Notes:** • "Login failures" specifies the number of failed login attempts before users are locked out. Settings range from 1–10 attempts is the factory default setting. • "Failure time frame" specifies the time frame during which failed login attempts can be made before users are locked out. Settings range from 1–60 minutes. 5 minutes is the factory default setting. • "Lockout time" specifies how long users are locked out after exceeding the login failures limit. Settings range from 1–60 minutes. 5 minutes is the factory default setting. 1indicates the printer does not impose a lockout time. • "Panel Login Timeout" specifies how long the printer remains idle on the Home screen before automatically logging the user off. Settings range from 1–900 seconds. 30 seconds is the factory default setting. • "Remote Login Timeout" specifies how long a remote interface remains idle before automatically logging the user off. Settings range from 1–120 seconds. 10 minutes is the factory default setting.
Security Reset Jumper Access controls="No Security" No Effect Reset factory security defaults	Changes the value of the security settings **Notes:** • Access controls="No Security" retains all the security information that the user has defined. "No Security" is the factory default setting. • "No Effect" means the reset has no effect on the device's security configuration. • "Reset factory security defaults" deletes all security information that the user has defined, and assigns the factory default value to each setting in the Miscellaneous Security Settings section of both the panel and the Web page.

Menu item	Description
LDAP Certificate Verification Demand Try Allow Never	Allows the user to request a server certificate **Notes:** • "Demand" means a server certificate is requested. If a bad certificate is provided or if no certificate is provided, the session is terminated immediately. "Demand" is the factory default setting. • "Try" means a server certificate is requested. If no certificate is provided, the session proceeds normally. If a bad certificate is provided, the session is terminated immediately. • "Allow" means a server certificate is requested. If no certificate is provided, the session proceeds normally. If a bad certificate is provided, it will be ignored and the session proceeds normally. • "Never" means no server certificate is requested.
Minimum PIN Length 1–16	Limits the digit length of the PIN. **Note:** 4 is the is the factory default setting.

Confidential Print menu

Menu item	Description
Max Invalid PIN Off 2–10	Limits the number of times an invalid PIN can be entered **Notes:** • This menu appears only if a formatted, non-defective printer hard disk is installed. • Once the limit is reached, the print job for that user name and that PIN are deleted.
Confidential Job Expiration Off 1 hour 4 hours 24 hours 1 week	Limits the amount of time a confidential print job stays in the printer before it is deleted **Notes:** • If the Job Expiration setting is changed while confidential print jobs reside on the printer RAM or printer hard disk, then the expiration time for those print jobs does not change to the new default value. • If the printer is turned off, then all confidential jobs held in printer RAM are deleted.
Repeat Job Expiration Off 1 hour 4 hours 24 hours 1 week	Sets a time limit on how long the printer stores print jobs
Verify Job Expiration Off 1 hour 4 hours 24 hours 1 week	Sets a time limit on how long the printer stores print jobs needing verification
Note: Off is the factory default setting.	

Menu item	Description
Reserve Job Expiration Off 1 hour 4 hours 24 hours 1 week	Sets a time limit on how long the printer stores print jobs for printing at a later time
Note: Off is the factory default setting.	

Disk Wiping menu

Disk Wiping erases *only* print job data on the printer hard disk that *are not* currently in use by the file system. All permanent data on the printer hard disk are preserved, such as downloaded fonts, macros, and held jobs.

Note: This menu appears only when a formatted, non-defective printer hard disk is installed.

Menu item	Description
Wiping Mode Auto Manual Off	Specifies the mode for disk wiping **Note:** Auto is the factory default setting. The printer determines when to initiate a disk wipe.
Scheduled Wiping Time Day	Sets the schedule for disk wiping **Notes:** • Time is used to set the time for scheduled wiping. • Day is used to set the specific day or period for scheduled wiping. Values are Sunday to Friday, Everyday, Weekdays, and Weekends. • Scheduled wipes are initiated *without* displaying a user warning or confirmation message. • Both manual and scheduled wiping allow the file system to reuse marked disk space without first having to wipe it.
Manual Wiping Do not start now Start now	Overwrites all disk space that has been used to hold data from a print job that has been processed (printed). This type of wipe *does not* erase any information related to an unprocessed print job. **Notes:** • “Do not start now “is the factory default setting. • If the Disk Wiping access control is activated, then a user must successfully authenticate and have the required authorization in order to initiate the disk wipe.

Menu item	Description
Automatic Method Single pass Multiple pass	Marks all disk space used by a previous print job and does not permit the file system to reuse this space until it has been cleared **Notes:** • "Single pass" is the factory default setting. • Only automatic wiping enables users to activate disk wiping without having to turn the printer off for an extended amount of time. • Highly confidential information should be wiped using *only* the Multiple pass method.
Manual Method Single pass Multiple pass	Allows the file system to reuse marked disk space without having to wipe it first **Notes:** • "Single pass" is the factory default setting. • Highly confidential information should be wiped using the Multiple pass method *only*.
Scheduled Method Single pass Multiple pass	Allows the file system to reuse marked disk space without having to wipe it first **Note:** "Single pass" is the factory default setting.

Security Audit Log menu

Menu item	Description
Export Log	Enables an authorized user to export the security log **Notes:** • To export the log from the printer control panel, a flash drive must be attached to the printer. • From the Embedded Web Server, the log can be downloaded to a computer.
Delete Log Yes No	Specifies whether audit logs are deleted **Note:** Yes is the factory default setting.

Menu item	Description
Configure Log Enable Audit Enable Remote Syslog Remote Syslog Server Remote Syslog Port Remote Syslog Method Remote Syslog Facility Log full behavior Admin's e-mail address Digitally sign exports Severity of events to log Remote Syslog non-logged events E-mail log cleared alert E-mail log wrapped alert E-mail % full alert % full alert level E-mail log exported alert E-mail log settings changed alert Log line endings	Specifies whether and how the audit logs are created **Note:** Factory default settings enable the security audit log.

Set Date and Time menu

Menu item	Description
Current Date and Time	Lets you view the current date and time settings for the printer
Manually Set Date and Time	**Note:** Date/Time is set in YYYY-MM-DD HH:MM:SS format.
Time Zone	**Note:** GMT is the factory default setting.
Automatically Observe DST On Off	**Note:** On is the factory default setting and uses the applicable Daylight Saving Time associated with the Time Zone setting.
Custom Time Zone Setup DST Start Week DST Start DayOff DST Start Month DST Start Time DST End Week DST End Day DST End Month DST End Time DST Offset	Enables the user to set up the time zone
Enable NTP On Off	Enables Network Time Protocol, which synchronizes the clocks of devices on a network **Note:** On is the factory default setting.

Menu item	Description
NTP Server	Lets you view the NTP Server Address
Enable Authentication Off On	Lets you change the authentication setting to on or off **Note:** Off is the factory default setting.

Settings menu

General Settings menu

Menu item	Description
Display Language English Francais Deutsch Italiano Espanol Greek Dansk Norsk Nederlands Svenska Portuguese Suomi Russian Polski Magyar Turkce Cesky Simplified Chinese Traditional Chinese Korean Japanese	Sets the language of the text appearing on the display **Note:** All languages may not be available for all printers.

Menu item	Description
Eco-Mode Off Energy Energy/Paper Paper	Minimizes the use of energy, paper, or specialty media **Notes:** • Off is the factory default setting. Off resets the printer to its factory default settings. • The Energy setting minimizes the power used by the printer. Performance may be affected, but print quality is not. • Energy/Paper minimizes the use of power and of paper and specialty media. • Paper minimizes the amount of paper and specialty media needed for a print job. Performance may be affected, but print quality is not.
ADF Loaded Beep Enabled Disabled	Specifies whether or not the ADF sounds a beep when paper is loaded **Note:** Disabled is the factory default setting.
Quiet Mode Off On	Reduces the amount of noise produced by the printer **Notes:** • Off is the factory default setting. This setting supports the performance specifications for your printer. • “On” configures the printer to produce as little noise as possible. This setting is best suited for printing text and line art. • For optimal printing of color-rich documents, set Quiet Mode to Off. • Selecting Photo from the printer driver may disable Quiet Mode and provide better print quality and full speed printing.
Run Initial setup Yes No	Instructs the printer to run the setup wizard **Notes:** • Yes is the factory default setting. • After completing the setup wizard by selecting Done at the Country select screen, the default becomes No.

Menu item	Description
Keyboard Keyboard Type English Francais Francais Canadien Deutsch Italiano Espanol Greek Dansk Norsk Nederlands Svenska Suomi Portuguese Russian Polski Swiss German Swiss French Turkce Korean Custom Key [x] Accents/Symbols Tab On Off Russian/Polish Tab On Off Korean Tab On Off	Specifies a language and custom key information for the printer control panel keyboard. The additional tabs enable access to accent marks and symbols from the printer control panel keyboard.
Paper Sizes US Metric	Specifies the default paper measurement **Notes:** • Initial setting is determined by your country or region selection in the initial setup wizard. • Changing this setting also changes the default for each input source in the Paper Size/Paper Type menu.
Scan to PC Port Range [port range]	Specifies a valid port range for printers behind a port blocking firewall. The valid ports are specified by two sets of numbers separated by a semicolon. **Note:** 9751:12000 is the factory default setting.

Menu item	Description
Displayed Information Left side Right side Custom Text [x] [text entry] [x] Cartridge [x] Photoconductor Fuser Transfer Module	Specifies what is displayed on the upper left and right corners of the home screen For the Left side and Right side menus, choose from the following options: None IP Address Hostname Contact Name Location Date/Time mDNS/DDNS Service Name Zero Configuration Name Cartridge Level Custom Text [x] For [x] Cartridge, [x] Photoconductor, Fuser, and Transfer Module, choose from the following options: When to display Do not display Display Message to Display Default Alternate Default [text entry] Alternate [text entry] **Notes:** • IP Address is the factory default setting for Left side. • Date/Time is the factory default setting for Right side. • Off is the factory default setting for Display When Supply Registers. • Default is the factory default setting for Type of Message to Display.

Menu item	Description
Displayed Information (continued) Waste Toner Bottle Paper Jam Load Paper Service Errors	Specifies what is displayed for Paper Jam, Load Paper, and Service Errors. Available options for each button are: Activate Yes No Type of Message to Display Default Alternate Default Message [text entry] Alternate Message [text entry] **Notes:** • No is the factory default setting for Activate. • Default is the factory default setting for Type of Message to Display.
Home screen customization Change Language Copy Copy Shortcuts Fax Fax Shortcuts E-mail E-mail Shortcuts FTP FTP Shortcuts Search Held Jobs Held Jobs USB Drive Profiles and Solutions Bookmarks Jobs by user Forms and Favorites	Lets you add or remove icons and buttons that appear on the home screen Available selections for each button are: Display Do Not Display
Date Format MM-DD-YYYY DD-MM-YYYY YYYY-MM-DD	Formats the printer date
Time Format 12 hour A.M./P.M. 24 hour clock	Formats the printer time
Screen Brightness 20–100	Specifies the brightness of the printer control panel screen

Menu item	Description
One Page Copy On Off	Sets copies from the scanner glass to only one page at a time **Note:** Off is the factory default setting.
Output Lighting Standard Bin LED Normal/Standby Mode Bright Dim Off Power Saver Bright Dim Off Output Option Bin LEDs Normal/Standby Mode Bright Dim Off Power Saver Bright Dim Off	Sets the amount of light from the standard bin or an optional exit bin **Notes:** • In Normal/Standby Mode, the factory default setting is Bright. • In Power Saver Mode, the factory default is Dim.
Audio Feedback Button Feedback On Off Volume 1–10	Sets the audio volume for the buttons **Notes:** • On is the factory default setting for Button Feedback. • 5 is the factory default setting for Volume.
Tactile Touchscreen Feedback On Off	Provides touch screen sensation feedback **Note:** On is the factory default setting.
Show Bookmarks On Off	Specifies whether bookmarks are displayed from the Held Jobs area **Note:** On is the factory default setting. When On is selected, bookmarks appear in the Held Jobs area.
Allow Background Removal On Off	Specifies whether image background removal is allowed in copy, fax, e-mail, FTP, or scan-to-USB jobs **Note:** On is the factory default setting. The background of the image will be removed.
Allow Custom Job Scans On Off	Lets you scan multiple jobs to one file **Note:** On is the factory default setting. If On is selected, the Allow Custom Job Scans setting can be enabled for specific jobs.

Menu item	Description
Scanner Jam Recovery Job level Page level	Specifies how a scanned job should be reloaded if a paper jam occurs in the ADF **Notes:** • Job level is the factory default setting. • If Job level is selected, then the entire job must be rescanned if any pages jam. • If Page level is selected, then rescan from the jammed page forward.
Web Page Refresh Rate 30–300	Specifies the number of seconds between Embedded Web Server refreshes **Note:** 120 seconds is the factory default setting.
Contact Name	Specifies a contact name for the printer **Note:** The contact name will be stored on the Embedded Web Server.
Location	Specifies the location of the printer **Note:** The location will be stored on the Embedded Web Server.
Alarms Alarm Control Cartridge Alarm Staple Alarm Hole Punch Alarm	Sets an alarm to sound when the printer requires operator intervention Available selections for each alarm type are: Off Single Continuous **Notes:** • Single is the factory default setting for Alarm Control. Single sounds three quick beeps. • Off is the factory default setting for Cartridge Alarm. Off means no alarm will sound. • Continuous repeats three beeps every 10 seconds.
Timeouts Standby Mode Disabled 1–240	Specifies the number of minutes of inactivity before the printer enters a lower power state **Note:** 15 minutes is the factory default setting.

Menu item	Description
Timeouts Sleep Mode 2–240	Sets the amount of time the printer waits after a job is printed before it goes into a reduced power state **Notes:** • 30 minutes is the factory default setting. • Lower settings conserve more energy, but may require longer warm-up times. • Select the lowest setting if the printer shares an electrical circuit with room lighting or you notice lights flickering in the room. • Select a high setting if the printer is in constant use. Under most circumstances, this keeps the printer ready to print with minimum warm-up time.
Timeouts Screen Timeout 15–300	Sets the amount of time in seconds the printer waits before returning the printer display to a **Ready** state **Note:** 30 seconds is the factory default setting.
Timeouts Print Timeout Disabled 1–255	Sets the amount of time in seconds the printer waits to receive an end-of-job message before canceling the remainder of the print job **Notes:** • 90 seconds is the factory default setting. • When the timer expires, any partially printed page still in the printer is printed, and then the printer checks to see if any new print jobs are waiting. • Print Timeout is available only when using PCL emulation. This setting has no effect on PostScript emulation print jobs.
Timeouts Wait Timeout Disabled 15–65535	Sets the amount of time in seconds the printer waits for additional data before canceling a print job **Notes:** • 40 seconds is the factory default setting. • Wait Timeout is available only when the printer is using PostScript emulation. This setting has no effect on PCL emulation print jobs.
Timeouts Job Hold Timeout 5–255	Sets the amount of time the printer waits for user intervention before it holds jobs that require unavailable resources and continues to print other jobs in the print queue **Notes:** • 30 seconds is the factory default setting. • This menu appears only when a printer hard disk is installed.
Print Recovery Disabled Auto Continue 5–255	Lets the printer automatically continue printing from certain offline situations when not resolved within the specified time period **Note:** Disabled is the factory default setting.

Menu item	Description
Print Recovery Jam Recovery Auto On Off	Specifies whether the printer reprints jammed pages **Notes:** • Auto is the factory default setting. The printer reprints jammed pages unless the memory required to hold the pages is needed for other printer tasks. • On sets the printer to always reprint jammed pages. • Off sets the printer to never reprint jammed pages.
Print Recovery Page Protect Off On	Lets the printer successfully print a page that may not have printed otherwise **Notes:** • Off is the factory default setting. Off prints a partial page when there is not enough memory to print the whole page. • On sets the printer to process the whole page so that the entire page prints.
Press Sleep Button Sleep Hibernate Do Nothing	Determines how the printer responds when pressing the Sleep button when the printer is idle **Notes:** • Sleep is the factory default setting. • Sleep or Hibernate sets the printer to operate at a lower power configuration. • If the printer is in Sleep Mode, then the touch screen appears off and the Sleep button turns amber in color. • Touch anywhere on the touch screen or press a button on the printer control panel to exit Sleep Mode. • If the printer is in Hibernate mode, then the touch screen is completely off and the Sleep button turns amber in color and is blinking.
Press and Hold Sleep Button Do Nothing Sleep Hibernate	Determines how the printer responds when pressing the Sleep button when the printer is idle **Notes:** • Do Nothing is the factory default setting. • Sleep or Hibernate sets the printer to operate at a lower power configuration. • If the printer is in Sleep Mode, then the touch screen appears off and the Sleep button turns amber in color. • Press and hold the Sleep button for 3 seconds or longer to enter Hibernate mode. • Touch anywhere on the touch screen or press a button on the printer control panel to exit Sleep Mode.

Menu item	Description
Factory Defaults Do Not Restore Restore Now	Returns the printer settings to the factory default settings **Notes:** • Do Not Restore is the factory default setting. Do Not Restore keeps the user-defined settings. • Restore Now returns all printer settings to the factory default settings except Network/Ports menu settings. All downloads stored in RAM are deleted. Downloads stored in flash memory or on a printer hard disk are not affected.

Copy Settings menu

Menu item	Description
Content Type Text/Photo Text Graphics Photo	Specifies the content of the original document **Note:** Text/Photo is the factory default setting.
Content Source Color Laser Inkjet Magazine Press Black/White Laser Photo/Film Newspaper Other	Specifies how the original document was produced **Note:** Color Laser is the factory default setting.
Color On Off	Specifies whether or not copies are printed in color **Note:** On is the factory default setting.
Allow color copies On Off	Lets you enable or disable color in copying **Notes:** • On is the factory default setting. • Setting this to Off will hide all color-specific menus. • This setting overrides the Color setting.

Menu item	Description
Sides (Duplex) 1 sided to 1 sided 1 sided to 2 sided 2 sided to 1 sided 2 sided to 2 sided	Specifies whether an original document is duplex (two-sided) or simplex (one-sided), and then specifies whether the copy should be duplex or simplex **Notes:** • **1 sided to 1 sided**—The original document has print on one side and the copy will also have print on one side. • **1 sided to 2 sided**—The original document has print on one side, while the copy will have print on both sides. • **2 sided to 1 sided**—The original document has print on both sides, while the copy will have print on just one side. • **2 sided to 2 sided**—The original document has print on both sides, and the copy will also have print on both sides.
Paper Saver Off 2 on 1 Portrait 2 on 1 Landscape 4 on 1 Portrait 4 on 1 Landscape	Allows copying two or four sheets of a document on one page **Note:** Off is the factory default setting.
Print Page Borders Off On	Specifies whether or not a border is printed **Note:** Off is the factory default setting.
Collate On [1,2,1,2,1,2] Off [1,1,1,2,2,2]	Keeps the pages of a print job stacked in sequence when printing multiple copies **Note:** On is the factory default setting.
Punch Off 2 holes 3 holes 4 holes	Specifies the type of hole punch finishing to be used in a print or copy job **Note:** Off is the factory default setting.
Staple Off Auto Back Dual Dual Double Front	Lets you enable or disable the staple finisher **Notes:** • Off is the factory default setting. • This menu only appears when a staple finisher is installed.

Menu item	Description
Original Size Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card ID Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) A6 JIS B4 JIS B5 Book Original Auto Size Sense Mixed Sizes	Specifies the paper size of the original document **Notes:** • Letter is the US factory default setting. • A4 is the international factory default setting.
Copy To Source Tray [x] Auto Size Match Manual Feeder	Specifies the paper source for copy jobs **Note:** Tray 1 is the factory default setting.
Transparency Separators On Off	Places a sheet of paper between transparencies **Note:** On is the factory default setting.
Separator Sheets Off Between Copies Between Jobs Between Pages	Places a sheet of paper between pages, copies, or jobs **Note:** Off is the factory default setting.
Separator Sheet Source Tray [x] Manual Feeder	Specifies the separator sheet source **Note:** Tray 1 is the factory default setting.
Darkness 1–9	Specifies the level of darkness for the copy job **Note:** 5 is the factory default setting.

Menu item	Description
Output Bin Standard Bin Bin [x]	Specifies the exit bin to be used for the copy job **Notes:** • Standard Bin is the factory default setting. • Bin [x] only appears when at least one optional exit bin is installed.
Number of Copies 1–999	Specifies the number of copies for the copy job **Note:** 1 is the factory default setting.
Header/Footer [Location] Off Date/Time Page number Custom text Print on All pages First page only All but first page Custom text	Specifies header/footer information and its location on the page For the location, choose from the following options: • Top left • Top middle • Top right • Bottom left • Bottom middle • Bottom right **Notes:** • Off is the factory default setting for the location. • “All pages” is the factory default setting for “Print on.”
Overlay Off Confidential Copy Draft Urgent Custom	Specifies the overlay text printed on each page of the copy job **Note:** Off is the factory default setting.
Custom Overlay	Specifies the custom overlay text **Note:** A maximum of 64 characters is allowed.
Allow priority copies On Off	Allows interruption of a print job to copy a page or document **Note:** On is the factory default setting.
Custom Job scanning Off On	Lets you copy, in a single copy job, a document that contains mixed paper sizes **Notes:** • Off is the factory default setting. • This menu appears only when a valid printer hard drive is installed.
Allow Save as Shortcut On Off	Lets you save custom copy settings as shortcuts **Note:** On is the factory default setting.
Background Removal -4 to 4	Adjusts the amount of background visible on a copy **Note:** 0 is the factory default setting.

Menu item	Description
Auto Center Off On	Lets you automatically center the content on the page **Note:** Off is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enables an equal balance of colors in the output
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specifies which color to drop during copies, and how much to increase or decrease the dropout **Notes:** • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast Best for content 0–5	Specifies the contrast used for the copy job **Note:** “Best for content” is the factory default setting.
Mirror Image Off On	Creates a mirror image of the original document **Note:** Off is the factory default setting.
Negative Image Off On	Creates a negative image of the original document **Note:** Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible on a copy **Note:** 0 is the factory default setting.
Scan edge to edge Off On	Specifies if the original document is scanned edge-to-edge **Note:** Off is the factory default setting.
Sharpness 1–5	Adjusts the amount of sharpness of a copy **Note:** 3 is the factory default setting.
Temperature -4 to 4	Enables the user to specify “warm” or “cool” outputs. "Cool” values generate a bluer output than the default, while “warm” values generate a redder output than the default.
Sample Copy Off On	Creates a sample copy of the original document **Note:** Off is the factory default setting.

Fax Settings menu

Fax Mode (Analog Fax Setup) menu

Analog Fax Setup mode sends the fax job by way of a telephone line.

General Fax Settings

Menu item	Description
Fax Name or Station Name	Specifies the name of the fax in the printer
Fax Number or Station Number	Specifies the number assigned to the fax
Station ID Fax Name or Station Name Fax Number or Station Number	Specifies how the fax is identified
Enable Manual Fax Off On	Sets the printer to fax manually only, which requires a line splitter and a telephone handset **Notes:** • Use a regular telephone to answer an incoming fax job and to dial a fax number. • Touch **# 0** on the numeric keypad to go directly to the Manual Fax function.
Memory Use Equal Mostly sent All send All receive Mostly receive	Defines the allocation of non-volatile memory between sending and receiving fax jobs **Notes:** • Equal is the factory default setting. Equal splits the memory for sending and receiving fax jobs into equal amounts. • Mostly sent specifies that most of the memory is set to send fax jobs. • All send specifies that all the memory is set to send fax jobs. • All receive specifies that all the memory is set to receive fax jobs. • Mostly receive specifies that most of the memory is set to receive fax jobs.
Cancel Faxes Allow Don't Allow	Specifies whether or not the printer cancels fax jobs
Caller ID On Off Alternate	Specifies the type of caller ID being used
Fax number masking Off From left From right	Specifies the direction from where digits are masked in an outgoing fax number **Note:** The number of characters masked is determined by the “Digits to mask” setting.
Digits to mask 0–58	Specifies the number of digits to mask in an outgoing fax number

Menu item	Description
Fax Cover Page Fax Cover Page Off by default On by default Never use Always use Include to field On Off Include from field Off On From Include Message field Off On Message Include Logo Off On Include Footer [x] Footer [x]	Configures the fax cover page **Note:** "Off by default" is the factory default setting for all Fax Cover Page options.

Fax Send Settings

Menu item	Description
Resolution Standard Fine 200 dpi Super Fine 300 dpi Ultra Fine 600 dpi	Specifies quality in dots per inch (dpi). A higher resolution gives greater print quality, but increases the fax transmission time for outgoing faxes. **Note:** Standard is the factory default setting.

Menu item	Description
Original Size Mixed Sizes Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) A6 JIS B4 JIS B5 Book Original Auto Size Sense	Specifies the paper size of the original document **Note:** Mixed Sizes is the US factory default setting. A4 is the international factory default setting.
Sides (Duplex) Off Long edge Short edge	Specifies how text and graphics are oriented on a page **Notes:** • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
Content Type Text Graphics Text/Photo Photo	Specifies the content of the original document **Note:** Text is the factory default setting.
Content Source Color Laser Inkjet Photo/Film Magazine Newspaper Press Other Black and White Laser	Specifies how the original document was produced **Note:** Color Laser is the factory default setting.

Menu item	Description
Darkness 1–9	Lightens or darkens the output **Note:** 5 is the factory default setting.
Dial Prefix	Lets you enter a dialing prefix, such as 99. A numeric entry field is provided.
Dialing Prefix Rules Prefix Rule [x]	Establishes a dialing prefix rule
Automatic Redial 0–9	Specifies the number of times the printer tries to send the fax to a specified number **Note:** 5 is the factory default setting.
Redial Frequency 1–200	Specifies the number of minutes between redials
Behind a PABX No Yes	Enables or disables switchboard blind dialing without a dial tone
Enable ECM Yes No	Enables or disables Error Correction Mode for fax jobs
Enable Fax Scans On Off	Lets you fax files that are scanned at the printer
Driver to fax Yes No	Allows the printer driver to send fax jobs
Allow Save as Shortcut On Off	Lets you save fax numbers as shortcuts in the printer
Dial Mode Tone Pulse	Specifies the dialing sound, either as a tone or a pulse
Max Speed 2400 4800 9600 14400 33600	Specifies the maximum speed in baud at which faxes are sent
Custom Job scanning Off On	Lets you scan a document that contains mixed paper sizes into a single file
Scan Preview Off On	Specifies whether a preview will appear on the display for scan jobs

Menu item	Description
Background Removal -4 to 4	Adjusts the amount of background visible on a scanned image **Note:** 0 is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enables an equal balance of colors in the scanned image
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specifies which color to drop, and how much to increase or decrease the dropout **Notes:** • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast Best for content 0–5	Specifies the contrast in the scanned image **Note:** “Best for content” is the factory default setting.
Mirror Image Off On	Creates a mirror image of the original document **Note:** Off is the factory default setting.
Negative Image Off On	Creates a negative image of the original document **Note:** Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible **Note:** 0 is the factory default setting.
Scan edge to edge Off On	Specifies if the original document is scanned edge-to-edge prior to faxing **Note:** Off is the factory default setting.
Sharpness 0–5	Adjusts the sharpness of a fax **Note:** 3 is the factory default setting.
Temperature -4 to 4	Enables the user to specify “warm” or “cool” outputs. "Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default.
Enable Color Fax Scans Off by default On by default Never use Always use	Enables color faxing **Note:** “Off by default” is the factory default setting.

Menu item	Description
Auto Convert Color Faxes to Mono Faxes On Off	Converts all outgoing faxes to black and white **Note:** On is the factory default setting.

Fax Receive Settings

Menu item	Description
Enable Fax Receive On Off	Allows fax jobs to be received by the printer **Note:** On is the factory default setting.
Fax Job Waiting None Toner Toner and Supplies	Removes fax jobs that request specific unavailable resources from the print queue **Note:** None is the factory default setting.
Rings to Answer 1–25	Specifies the number of rings before answering an incoming fax job **Note:** 3 is the factory default setting.
Auto Reduction On Off	Scales an incoming fax job so that it fits the size of the paper loaded in the designated fax source **Note:** On is the factory default setting.
Paper Source Auto Tray [x] Multi-Purpose Feeder	Specifies the paper source selected to supply paper for the printer to print an incoming fax
Sides (Duplex) Off On	Enables duplex printing (two-sided printing) for incoming fax jobs
Separator Sheets Off Before Job After Job	Enables the printer to include separator sheets for incoming fax jobs
Separator Sheet Source Tray [x] Manual Feeder	Specifies where the printer will pick the separator sheet
Output Bin Standard Bin Bin [x]	Specifies an exit bin for received faxes **Note:** Bin 1 is available only when the finisher is installed.
Fax Footer Off On	Prints the transmission information at the bottom of each page from a received fax **Note:** Off is the factory default setting.

Menu item	Description
Max Speed 2400 4800 9600 14400 33600	Specifies the maximum speed in baud at which faxes are received
Fax Forwarding Print Print and Forward Forward	Enables forwarding of received faxes to another recipient
Forward to Fax E-mail FTP LDSS eSF	Specifies the type of recipient to which faxes will be forwarded **Note:** This menu is available only from the printer Embedded Web Server.
Forward to Shortcut	Lets you enter the shortcut number which matches the recipient type (Fax, E-mail, FTP, LDSS, or eSF)
Block No Name Fax Off On	Enables blocking of incoming faxes sent from devices with no station ID specified
Banned Fax List	Enables the list of banned fax numbers stored in the printer
Holding Faxes Held Fax Mode Off Always On Manual Scheduled Fax Holding Schedule	Enables fax holding all of the time or according to set schedule **Note:** Off is the factory default setting.
Punch Off On	Specifies whether prints are punched
Staple Off 1 staple 2 staples 4 staples	Specifies whether prints are stapled
Enable Color Fax Receive On Off	Enables the device to receive fax in color

Fax Log Settings

Menu item	Description
Transmission Log Print log Do not print log Print only for error	Enables printing of a transmission log after each fax job
Receive Error Log Print Never Print on Error	Enables printing of a receive error log following a receive error
Auto Print Logs On Off	Enables automatic printing of fax logs **Note:** Logs print after every 200 fax jobs.
Log Paper Source Tray [x] Manual Feeder	Specifies the source of the paper used for printing logs
Logs Display Remote Fax Name or Remote Station Name Dialed Number	Specifies whether printed logs display the dialed number or the station name returned
Enable Job Log On Off	Enables access to the Fax Job log
Enable Call Log On Off	Enables access to the Fax Call log
Log Output Bin Standard Bin Bin [x]	Specifies the exit bin where fax logs are printed

Speaker Settings

Menu item	Description
Speaker Mode On until Connected Always On Always Off	Specifies the mode of the speaker. **Notes:** • "On until Connected" is the factory default setting. A sound is issued until the fax connection is made. • Always On turns the speaker on. • Always Off turns the speaker off.
Speaker Volume High Low	Controls the volume setting **Note:** High is the factory default setting.

Menu item	Description
Ringer Volume On Off	Controls the fax speaker ringer volume **Note:** On is the factory default setting.

Answer On

Menu item	Description
All Rings Single Ring Only Double Ring Only Triple Ring Only Single or Double Rings Only Single or Triple Rings Only Double or Triple Rings Only	Specifies ring patterns when device is answering calls **Note:** All Rings is the factory default setting.

Fax Mode (Fax Server Setup) menu

Fax Server mode sends the fax job to a fax server for transmission.

Fax Server Setup

Menu item	Description
To Format	Lets you enter the information using the virtual keyboard on the printer touch screen
Reply Address	
Subject	
Message	
SMTP Setup	Specifies SMTP setup information
Primary SMTP Gateway	Specifies SMTP server port information
Secondary SMTP Gateway	
Image Format PDF (.pdf) XPS (.xps) TIFF (.tif)	Specifies the image type for scan to fax
Content Type Text Text/Photo Graphics Photo	Specifies the content of the original document **Note:** Text is the factory default setting.

Menu item	Description
Content Source Color Laser Inkjet Photo/Film Magazine Newspaper Press Other	Specifies how the original document was produced **Note:** Color Laser is the factory default setting.
Fax Resolution Standard Fine 200 dpi Super Fine 300 dpi Ultra Fine 600 dpi	Specifies the resolution level for scan to fax
Darkness 1–9	Lightens or darkens the output **Note:** 5 factory default setting.
Orientation Portrait Landscape	Specifies the orientation of the scanned image
Original Size Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) JIS B4 JIS B5 Book Original Auto Size Sense Mixed Sizes	Specifies the paper size of the document that is being scanned **Note:** Letter is the US factory default setting. A4 is the international factory default setting.

Menu item	Description
Use Multi-Page TIFF On Off	Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to fax job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job. **Notes:** • On is the factory default setting. • This menu item applies to all scan functions.
Enable Analog Receive Off On	Enables analog fax receive **Note:** Off is the factory default setting.

E-mail Settings menu

Menu item	Description
E-mail Server Setup Subject Message Base file name	Specifies e-mail server information **Notes:** • The subject box has a limitation of 255 characters. • The message box has a limitation of 512 characters.
E-mail Server Setup Send me a copy Never appears On by default Off by default Always On	Sends a copy of the e-mail back to the sender **Note:** "Never appears" is the factory default setting.
E-mail Server Setup Max E-mail size 0–65535 KB	Specifies the maximum e-mail size in kilobytes **Note:** E-mails above the specified size are not sent.
E-mail Server Setup Size error message	Sends a message when an e-mail is greater than the configured size limit
E-mail Server Setup Limit destinations	Specifies a domain name, such as a company domain name, and then limits e-mail destinations to that domain name only **Notes:** • E-mail can be sent only to the specified domain. • The limit is one domain.

Menu item	Description
E-mail Server Setup Web Link Setup Server Login Password Path Base file name Web Link	Defines the e-mail server path name; for example: **/directory/path** **Note:** The characters *** : ? < >** | are invalid entries for a path name.
Format PDF (.pdf) Secure PDF TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specifies the format of the scanned file **Note:** PDF (.pdf) is the factory default setting.
PDF Version 1.2–1.6 A–1a	Sets the version of the PDF file that will be scanned for e-mailing **Note:** 1.5 is the factory default setting.
Content Type Text/Photo Photo Text Graphics	Specifies the content of the original document **Note:** Text/Photo is the factory default setting.
Content Source Color Laser Inkjet Photo/Film Magazine Newspaper Press Other Black and White Laser	Specifies how the original document was produced **Note:** Color Laser is the factory default setting.
Color On Off	Specifies whether or not copies are printed in color **Note:** On is the factory default setting.
Resolution 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi 75 dpi	Specifies the resolution of the scan in dots per inch **Note:** 150 dpi is the factory default setting.
Darkness 1–9	Lightens or darkens the output **Note:** 5 is the factory default setting.

Menu item	Description
Orientation Portrait Landscape	Specifies the orientation of the scanned image **Note:** Portrait is the factory default setting.
Original Size Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) A6 JIS B4 JIS B5 Book Original Auto Size Sense Mixed Sizes	Specifies the paper size of the document being scanned **Notes:** • A4 is the international factory default setting. • Letter is the US factory default setting.
Sides (Duplex) Off Long edge Short edge	Specifies how the text and graphics are oriented on the page **Notes:** • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
JPEG Quality Best for content 5–90	Sets the quality of a JPEG photo image in relation to file size and quality of the image **Notes:** • “Best for content” is the factory default setting. • 5 reduces the file size and quality of the image. • 90 provides the best image quality, but the file size is very large. • This menu applies to all scan functions.
Text Default 5–90	Sets the quality of a text image in relation to file size and quality of the image **Note:** 75 is the factory default setting.

Menu item	Description
Text/Photo Default 5–90	Sets the quality of a text or photo image in relation to file size and the quality of the image **Note:** 75 is the factory default setting.
Photo Default 5–90	Sets the quality of a photo image in relation to file size and the quality of the image **Note:** 50 is the factory default setting.
E-mail images sent as Attachment Web Link	Specifies how the images will be sent **Note:** Attachment is the factory default setting.
Use Multi-Page TIFF On Off	Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan-to-e-mail job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job. **Notes:** • On is the factory default setting. • This menu applies to all scan functions.
Transmission Log Print log Do not print log Print only for error	Specifies whether or not the transmission log prints **Note:** Print log is the factory default setting.
Log Paper Source Tray [x] Manual Feeder	Specifies the paper source for printing e-mail logs **Note:** Tray 1 is the factory default setting.
E-mail Bit Depth 8 bit 1 bit	Enables the Text/Photo mode to produce smaller file sizes by using 1-bit images when Color is set to Off **Note:** 8 bit is the factory default setting.
Custom Job scanning Off On	Lets you copy, in a single copy job, a document that contains mixed paper sizes **Note:** Off is the factory default setting.
Scan Preview Off On	Specifies whether or not a preview will appear on the display for scan jobs **Note:** Off is the factory default setting.
Allow Save as Shortcut On Off	Lets you save e-mail addresses as shortcuts **Notes:** • On is the factory default setting. • When set to Off, the Save as Shortcut button does not appear on the e-mail Destination screen.
Background Removal -4 to 4	Adjusts the amount of background visible on a scanned image **Note:** 0 is the factory default setting.

Menu item	Description
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enables an equal balance of colors in the output
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specifies which color to drop during scanning, and how much to increase or decrease the dropout **Notes:** • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast Best for content 0–5	Specifies the contrast of the output **Note:** “Best for content” is the factory default setting.
Mirror Image Off On	Creates a mirror image of the original document **Note:** Off is the factory default setting.
Negative Image Off On	Creates a negative image of the original document **Note:** Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible on a scanned image **Note:** 0 is the factory default setting.
Scan edge to edge Off On	Specifies whether the original document is scanned edge-to-edge **Note:** Off is the factory default setting.
Sharpness 1–5	Adjusts the amount of sharpness on a scanned image **Note:** 3 is the factory default setting.
Temperature -4 to 4	Enables the user to specify “warm” or “cool” outputs. "Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default.
Use cc:/bcc: Off On	Enables the use of the cc: and bcc: fields **Note:** Off is the factory default setting.

FTP Settings menu

Menu item	Description
Format PDF (.pdf) Secure PDF (.pdf) TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specifies the format of the FTP file **Note:** PDF (.pdf) is the factory default setting.
PDF Version 1.2–1.6 A–1a	Sets the version level of the PDF file for FTP sending **Note:** 1.5 is the factory default setting.
Content Type Text/Photo Photo Text Graphics	Specifies the content of the original document **Note:** Text/Photo is the factory default setting.
Content Source Color Laser Inkjet Photo/Film Magazine Newspaper Press Other Black and White Laser	Specifies how the original document was produced **Note:** Color Laser is the factory default setting.
Color On Off	Specifies whether or not copies are printed in color **Note:** On is the factory default setting.
Resolution 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi 75 dpi	Specifies the quality of the scan in dots per inch **Note:** 150 dpi is the factory default setting.
Darkness 1–9	Lightens or darkens the output **Note:** 5 is the factory default setting.
Orientation Portrait Landscape	Specifies the orientation of the scanned image **Note:** Portrait is the factory default setting.

Menu item	Description
Original Size Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) A6 JIS B4 JIS B5 Book Original Auto Size Sense Mixed Sizes	Specifies the paper size of the original document **Notes:** • Letter is the US factory default setting. • A4 is the international factory default setting.
Sides (Duplex) Off Long edge Short edge	Specifies how the text and graphics are oriented on the page **Notes:** • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
JPEG Quality Best for content 5–90	Sets the quality of a JPEG photo image in relation to file size and the quality of the image **Notes:** • “Best for content” is the factory default setting. • 5 reduces the file size, but the quality of the image is lessened. • 90 provides the best image quality, but the file size is very large. • This menu applies to all scan functions.
Text Default 5–90	Sets the quality of the text in relation to file size and the quality of the image **Note:** 75 is the factory default setting.
Text/Photo Default 5–90	Sets the quality of a text/photo image in relation to file size and the quality of the image **Note:** 75 is the factory default setting.

Menu item	Description
Photo Default 5–90	Sets the quality of a photo image in relation to file size and the quality of the image **Note:** 50 is the factory default setting.
Use Multi-Page TIFF On Off	Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan-to-FTP job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job. **Notes:** • On is the factory default setting. • This menu applies to all scan functions.
Transmission Log Print log Do not print log Print only for error	Specifies whether the transmission log prints **Note:** "Print log" is the factory default setting.
Log Paper Source Tray [x] Manual Feeder	Specifies a paper source when printing FTP logs **Note:** Tray 1 is the factory default setting.
Log Output Bin Standard Bin Bin [x]	Specifies an exit bin for FTP logs **Notes:** • Standard Bin is the factory default setting. • Bin [x] only appears when at least one optional exit bin is installed.
FTP bit Depth 8 bit 1 bit	Enables the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off **Note:** 8 bit is the factory default setting.
Base File Name	Lets you enter a base file name **Note:** The limitation is 53 characters.
Custom Job Scanning Off On	Lets you copy a document that contains mixed paper sizes into a single scan job **Note:** Off is the factory default setting.
Scan Preview Off On	Specifies whether a preview will appear on the display for scan jobs **Note:** Off is the factory default setting.
Allow Save as Shortcut On Off	Enables shortcut creation for FTP addresses **Note:** On is the factory default setting.
Background Removal -4 to 4	Adjusts the amount of background visible on a copy **Note:** 0 is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enables an equal balance of colors in the output

Menu item	Description
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specifies which color to drop during scanning, and how much to increase or decrease the dropout **Notes:** • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast 0–5 Best for content	Specifies the contrast of the output **Note:** “Best for content” is the factory default setting.
Mirror Image Off On	Creates a mirror image of the original document **Note:** Off is the factory default setting.
Negative Image Off On	Creates a negative image of the original document **Note:** Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible on a scanned image **Note:** 0 is the factory default setting.
Scan edge to edge Off On	Specifies whether the original document is scanned edge-to-edge **Note:** Off is the factory default setting.
Sharpness 1–5	Adjusts the amount of sharpness of a scanned image **Note:** 3 is the factory default setting.
Temperature -4 to 4	Enables the user to specify “warm” or “cool” outputs. "Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default.

Flash Drive menu

Scan Settings

Menu item	Description
Format PDF (.pdf) Secure PDF TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specifies the format of the file to be sent through FTP **Note:** PDF (.pdf) is the factory default setting.
PDF Version 1.2–1.6 A-1a	Sets the version of the PDF file to be sent through FTP **Note:** 1.5 is the factory default setting.
Content Type Text/Photo Photo Text Graphics	Specifies the content of the original document **Note:** Text/Photo is the factory default setting.
Content Source Color Laser Inkjet Photo/Film Magazine Newspaper Press Other Black and White Laser	Specifies how the original document is produced **Note:** Color Laser is the factory default setting.
Color On Off	Specifies whether prints are in black-and-white or color **Note:** Off is the factory default setting.
Resolution 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi 75 dpi	Specifies the resolution of the scan in dots per inch (dpi) **Note:** 150 dpi is the factory default setting.
Darkness 1–9	Lightens or darkens the output **Note:** 5 is the factory default setting.
Orientation Portrait Landscape	Specifies the orientation of the scanned image **Note:** Portrait is the factory default setting.

Menu item	Description
Original Size Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) A6 JIS B4 JIS B5 Book Original Auto Size Sense Mixed Sizes	Specifies the paper size of the original document **Note:** Letter is the US factory default setting. A4 is the international factory default setting.
Sides (Duplex) Off Long edge Short edge	Specifies how the text and graphics are oriented on a page **Notes:** • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
JPEG Quality Best for content 5–90	Sets the quality of a JPEG photo image in relation to file size and quality **Notes:** • "Best for content" is the factory default setting. • 5 reduces the file size, but the quality of the image is lessened. • 90 provides the best image quality, but the file size is very large. • This menu applies to all scan functions.
Text Default 5–90	Sets the quality of the text in relation to file size and the quality of the image **Note:** 75 is the factory default setting.
Text/Photo Default 5–90	Sets the quality of a text/photo image in relation to file size and quality **Note:** 75 is the factory default setting.
Photo Default 5–90	Sets the quality of a photo image in relation to file size and quality **Note:** 50 is the factory default setting.

Menu item	Description
Use Multi-Page TIFF On Off	Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to FTP job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page. **Notes:** • On is the factory default setting. • This menu applies to all scan functions.
Scan Bit Depth 8 bit 1 bit	Enables the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off **Note:** 8 bit is the factory default setting.
File Name	Lets you enter a base file name **Note:** A maximum of 53 characters is allowed.
Custom Job Scanning Off On	Lets you copy a document containing mixed paper sizes in a single copy job **Note:** Off is the factory default setting.
Scan Preview Off On	Specifies whether a preview appears on the display for scan jobs **Note:** Off is the factory default setting.
Background Removal -4 to 4	Adjusts the amount of background visible on a copy **Note:** 0 is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enables an equal balance of colors in the scanned image
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specifies which color to drop during scanning, and how much to increase or decrease in the dropout **Notes:** • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast Best for content 0–5	Specifies the contrast of the scanned image **Note:** “Best for content” is the factory default setting.
Mirror Image Off On	Creates a mirror image of the original document **Note:** Off is the factory default setting.

Menu item	Description
Negative Image Off On	Creates a negative image of the original document **Note:** Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible on a scanned image **Note:** 0 is the factory default setting.
Scan edge to edge Off On	Specifies whether the original document is scanned edge-to-edge **Note:** Off is the factory default setting.
Sharpness 1–5	Adjusts the amount of sharpness on a scanned image **Note:** 3 is the factory default setting.
Temperature -4 to 4	Enables the user to specify “warm” or “cool” outputs. "Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default.

Print Settings

Copies 1–999	Specifies a default number of copies for each print job **Note:** 1 is the factory default setting.
Paper Source Tray [x] MP Feeder Manual Paper Manual Envelope	Sets a default paper source for all print jobs **Note:** Tray 1 is the factory default setting.
Color Color Black Only	Specifies whether copies are printed in color or black-and-white **Note:** Color is the factory default setting.
Collate On (1,2,1,2,1,2) Off (1,1,1,2,2,2)	Stacks the pages of a print job in sequence when printing multiple copies **Note:** On is the factory default setting.
Sides (Duplex) 1 sided 2 sided	Specifies whether prints are on one side or on both sides of the page **Note:** 1 sided is the factory default setting.
Staple Off Auto Back Dual Dual Double Front	Specifies whether prints are stapled **Notes:** • Off is the factory default setting. • This menu appears only when a stapler is installed.

Hole Punch Off On	Specifies whether prints have punched holes **Notes:** • Off is the factory default setting. • This menu appears only when a puncher is installed.
Hole Punch Mode 2 holes 3 holes 4 holes	Determines the type of punch finishing performed on prints **Notes:** • "3 holes" is the factory default setting if 3-hole puncher is installed. • "4 holes" is the factory default setting if 2-hole and 4-hole puncher is installed. • This menu appears only when a puncher is installed.
Duplex Binding Long Edge Short Edge	Defines the way duplexed pages are bound and how the printing on the back of the page is oriented in relation to the printing on the front of the page **Notes:** • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
Paper Saver Orientation Auto Landscape Portrait	Specifies the orientation of a multiple-page document **Note:** Auto is the factory default setting. The printer chooses between portrait and landscape.
Paper Saver Off 2-Up 3-Up 4-Up 6-Up 9-Up 12-Up 16-Up	Specifies that multiple-page images be printed on one side of a paper **Notes:** • Off is the factory default setting. • The number selected is the number of page images that will print per side.
Paper Saver Border None Solid	Prints a border on each page image **Note:** None is the factory default setting.
Paper Saver Ordering Horizontal Reverse Horizontal Reverse Vertical Vertical	Specifies the positioning of multiple-page images **Notes:** • Horizontal is the factory default setting. • Positioning depends on the number of page images and whether they are in portrait or landscape orientation.

Separator Sheets Off Between Copies Between Jobs Between Pages	Specifies whether blank separator sheets are inserted **Notes:** • Off is the factory default setting. • Between Copies inserts a blank sheet between each copy of a print job if Collate is set to On. If Collate is set to Off, then a blank page is inserted between each set of printed pages, such as after all page 1's and after all page 2's. • Between Jobs inserts a blank sheet between print jobs. • Between Pages inserts a blank sheet between each page of the print job. This setting is useful when printing transparencies or when inserting blank pages in a document .
Separator Sheet Source Tray [x] Manual Feeder	Specifies the paper source for separator sheets **Note:** Tray 1 is the factory default setting.
Blank Pages Do Not Print Print	Specifies whether blank pages are inserted in a print job **Note:** Do Not Print is the factory default setting.

Print Settings

Setup menu

Menu item	Description
Printer Language PS Emulation PCL Emulation	Sets the default printer language **Notes:** • PS Emulation is the factory default printer language. • Setting a printer language as the default does not prevent a software program from sending print jobs that use another printer language.
Job Waiting Off On	Specifies that print jobs be removed from the print queue if they require unavailable printer options or custom settings. They are stored in a separate print queue, so other jobs print normally. When the missing information and/or options are obtained, the stored jobs print. **Notes:** • Off is the factory default setting. • This menu appears only when a non-read-only printer hard disk is installed. This requirement ensures that stored jobs are not deleted if the printer loses power.

Menu item	Description
Print Area Normal Whole Page	Sets the logical and physical printable area **Notes:** • Normal is the factory default setting. When attempting to print data in the non-printable area defined by the Normal setting, the printer clips the image at the boundary. • Whole Page allows the image to be moved into the non-printable area defined by the Normal setting, but the printer will clip the image at the Normal setting boundary. Whole Page only affects pages printed using a PCL 5e interpreter. This setting has no effect on pages printed using the PCL XL or PostScript interpreter.
Printer Usage Max Speed Max Yield	Sets color toner use in printing **Notes:** • Max Speed is the default printer setting. • The printer driver is capable of overriding this setting
Black Only Mode Off On	Sets the printer to print text and graphics using only the black print cartridge **Note:** Off is the factory default setting.
Download Target RAM Flash Disk	Sets the storage location for downloads **Notes:** • RAM is the factory default setting. Storing downloads in RAM is temporary. • Storing downloads in flash memory or on a printer hard disk places them in permanent storage. Downloads remain in flash memory or on the printer hard disk even when the printer is turned off. • This menu appears only when a flash and/or disk option is installed.
Resource Save Off On	Specifies how the printer handles temporary downloads, such as fonts and macros stored in RAM, when the printer receives a job that requires more memory than is available **Notes:** • Off is the factory default setting. Off sets the printer to retain the downloads only until memory is needed. Downloads are deleted in order to process print jobs. • On retains the downloads during language changes and printer resets. If the printer runs out of memory, then **`38 Memory Full`** appears, and downloads are not deleted.
Print All Order Alphabetical Oldest First Newest First	Specifies the order in which held and confidential jobs are printed when Print All is selected **Note:** Alphabetical is the factory default setting. Print jobs always appear in alphabetical order on the printer control panel.

Job Accounting menu

Note: This menu item appears only if a formatted, non-defective printer hard disk is installed. The printer hard disk cannot be read/write- or write-protected.

Menu item	Description
Job Accounting Log Off On	Determines if the printer creates a log of the print jobs it receives **Note:** Off is the factory default setting.
Job Accounting Utilities	Lets you print and delete log files or export them to a flash drive
Accounting Log Frequency Monthly Weekly	Determines how often a log file is created **Note:** Monthly is the factory default setting.
Log Action at End of Frequency None E-mail Current Log E-mail & Delete Current Log Post Current Log Post & Delete Current Log	Determines how the printer responds when the frequency threshold expires **Note:** None is the factory default setting.
Disk Near Full Level 1–99 Off	Specifies the maximum size of the log file before the printer executes the Disk Near Full Action **Note:** 5MB is the factory default setting.
Disk Near Full Action None E-mail Current Log E-mail & Delete Current Log E-mail & Delete Oldest Log Post Current Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All Logs Delete All But Current	Determines how the printer responds when the printer hard disk is nearly full **Notes:** • None is the factory default setting. • The value defined in Disk Near Full Level determines when this action is triggered.
Disk Full Action None E-mail & Delete Current Log E-mail & Delete Oldest Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All Logs Delete All But Current	Determines how the printer responds when disk usage reaches the maximum limit (100MB) **Note:** None is the factory default setting.
URL to Post Logs	Determines where the printer posts job accounting logs

Menu item	Description
E-mail Address to Send Logs	Specifies the e-mail address to which the device sends job accounting logs
Log File Prefix	**Note:** The current host name defined in the TCP/IP menu is used as the default log file prefix.

Finishing menu

Menu item	Description
Sides (Duplex) 1 sided 2 sided	Specifies whether duplex (2-sided) printing is set as the default setting for all print jobs **Notes:** • 1 sided is the factory default setting. • You can set 2-sided printing from the software program. For Windows users, click **File** > **Print**, and then click **Properties**, **Preferences**, **Options**, or **Setup**. For Macintosh users, choose **File** > **Print**, and then adjust the settings from the print dialog and pop-up menus.
Duplex Binding Long Edge Short Edge	Defines the way duplexed pages are bound and how the printing on the back of the page is oriented in relation to the printing on the front of the page **Notes:** • Long Edge is the factory default setting. Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
Copies 1–999	Specifies the default number of copies for each print job **Note:** 1 is the factory default setting.
Blank Pages Do Not Print Print	Specifies whether blank pages are inserted in a print job **Note:** Do Not Print is the factory default setting.
Collate On (1,2,1,2,1,2) Off (1,1,1,2,2,2)	Stacks the pages of a print job in sequence when printing multiple copies **Notes:** • On is the factory default setting. • On stacks the print job in sequence.
Separator Sheets Off Between Copies Between Jobs Between Pages	Specifies whether blank separator sheets are inserted **Notes:** • Off is the factory default setting. • Between Copies inserts a blank sheet between each copy of a print job if Collate is set to On. If Collate is set to Off, then a blank page is inserted between each set of printed pages, such as after all page 1's and after all page 2's. • Between Jobs inserts a blank sheet between print jobs. • Between Pages inserts a blank sheet between each page of a print job. This setting is useful when printing transparencies or when inserting blank pages in a document.

Menu item	Description
Separator Source Tray [x] Manual Feeder	Specifies the paper source for separator sheets **Notes:** • Tray 1 (standard tray) is the factory default setting. • From the Paper menu, Configure MP must be set to Cassette for Manual Feeder to appear as a menu setting.
Paper Saver Off 2-Up 3-Up 4-Up 6-Up 9-Up 12-Up 16-Up	Specifies that multiple-page images be printed on one side of a paper **Notes:** • Off is the factory default setting. • The number selected is the number of page images that will print per side.
Paper Saver Ordering Horizontal Reverse Horizontal Reverse Vertical Vertical	Specifies the positioning of multiple-page images when using Paper Saver **Notes:** • Horizontal is the factory default setting. • Positioning depends on the number of page images and whether they are in portrait or landscape orientation.
Paper Saver Orientation Auto Landscape Portrait	Specifies the orientation of a multiple-page document **Note:** Auto is the factory default setting. The printer chooses between portrait and landscape.
Paper Saver Border None Solid	Prints a border on each page image **Note:** None is the factory default setting.
Staple Job Off Auto Back Dual Dual Double Front	Specifies whether the prints are stapled **Notes:** • Off is the factory default setting. • This menu appears only when a stapler is installed.
Hole Punch Off On	Specifies whether the prints have punched holes **Note:** This menu appears only when a puncher is installed.

Menu item	Description
Hole Punch Mode 2 holes 3 holes 4 holes	Determines the type of punch finishing performed on a printed output **Notes:** • "2 holes" is the factory default setting regardless of hardware. • "3 holes" and "4 holes" appear only when their respective hole punch hardware is installed. •
Offset Pages None Between Copies Between Jobs	Offsets pages at certain instances **Notes:** • None is the factory default setting. • Between Copies offsets each copy of a print job if Collate is set to On. If Collate is set to Off, each set of printed pages are offset, such as all page 1's and all page 2's. • Between Jobs sets the same offset position for the entire print job regardless of the number of copies printed. • This menu appears only when a stapler is installed.

Quality menu

Menu item	Description
Print Mode Color Black Only	Specifies whether images are printed in color or in black and white **Notes:** • Color is the factory default setting. • The printer driver is capable of overriding this setting.
Color Correction Auto Off Manual	Adjusts the color output on the printed page **Notes:** • Auto is the factory default setting. Auto applies different color conversion tables to each object on the printed page. • Manual allows customization of color tables using the settings available from the Manual Color menu. • Due to the differences in additive and subtractive colors, certain colors that appear on computer screens are impossible to duplicate on a printed page.
Print Resolution 2400 Image Q 1200 dpi	Specifies the printed output resolution **Notes:** • 2400 Image Q is the factory default setting. • 1200 dpi provides the highest resolution output, and increases gloss.

Menu item	Description
Toner Darkness 1–5	Lightens or darkens the printed output **Notes:** • 4 is the factory default setting. • Selecting a smaller number can help conserve toner. • If Print Mode is set to Black Only, then a setting of 5 increases toner density and darkness for all print jobs. • If Print Mode is set to Color, then a setting of 5 is the same as a setting of 4.
Enhance Fine Lines Off On	Enables a print mode preferable for files such as architectural drawings, maps, electrical circuit diagrams, and flow charts **Notes:** • Off is the factory default setting. • You can set this option from the software program. For Windows users, click **File** > **Print**, and then click **Properties**, **Preferences**, **Options**, or **Setup**. For Macintosh users, choose **File** > **Print**, and then adjust the settings from the print dialog and pop-up menus. • To set this option using the Embedded Web Server, type the network printer IP address or host name in a browser window.
Color Saver Off On	Reduces the amount of toner used for graphics and images. The amount of toner used for text is not reduced. **Notes:** • Off is the factory default setting. • On overrides Toner Darkness settings.
RGB Brightness -6 to 6	Adjusts brightness in color outputs **Notes:** • 0 is the factory default setting. • This does not affect files where CMYK color specifications are used.
RGB Contrast 0–5	Adjusts contrast in color outputs **Notes:** • 0 is the factory default setting. • This does not affect files where CMYK color specifications are used.
RGB Saturation 0–5	Adjusts saturation in color outputs **Notes:** • 0 is the factory default setting. • This does not affect files where CMYK color specifications are used.

Menu item	Description
Color Balance Cyan -5 to 5 Magenta -5 to 5 Yellow -5 to 5 Black -5 to 5 Reset Defaults	Adjusts color in printed output by increasing or decreasing the amount of toner used for each color **Note:** 0 is the factory default setting.
Color Samples sRGB Display sRGB Vivid Display—True Black Vivid Off—RGB US CMYK Euro CMYK Vivid CMYK Off—CMYK	Prints sample pages for each of the RGB and CMYK color conversion tables used in the printer **Notes:** • Selecting any setting prints the sample. • Color samples consist of a series of colored boxes along with the RGB or CMYK combination that creates the color observed. These pages can be used to help decide which combinations to use to get the desired printed output. • From a browser window, type the IP address of the printer to access a complete list of color sample pages from the Embedded Web Server.
Manual Color RGB Image Vivid sRGB Display Display—True Black sRGB Vivid Off RGB Text Vivid sRGB Display Display—True Black sRGB Vivid Off RGB Graphics Vivid sRGB Display Display—True Black sRGB Vivid Off	Customizes the RGB color conversions **Notes:** • sRGB Display is the factory default setting for RGB Image. This applies a color conversion table to an output that matches the colors displayed on a computer monitor. • sRGB Vivid is the factory default setting for RGB Text and RGB Graphics. sRGB Vivid applies a color table that increases saturation. This is preferred for business graphics and text. • Vivid applies a color conversion table that produces brighter, more saturated colors. • Display—True Black applies a color conversion table that uses only black toner for neutral gray colors.

Menu item	Description
Manual Color CMYK Image US CMYK Euro CMYK Vivid CMYK Off CMYK Text US CMYK Euro CMYK Vivid CMYK Off CMYK Graphics US CMYK Euro CMYK Vivid CMYK Off	Customizes the CMYK color conversions **Notes:** • US CMYK is the US factory default setting. US CMYK applies a color conversion table that tries to produce output that matches SWOP color output. • Euro CMYK is the international factory default setting. Euro CMYK applies a color conversion table that tries to produce output that matches EuroScale color output. • Vivid CMYK increases color saturation for the US CMYK color conversion table.
Spot Color Replacement	Allows users to create and save custom spot colors with corresponding CMYK values

Utilities menu

Menu item	Description
Remove Held Jobs Confidential Held Not Restored All	Removes confidential and held jobs from the printer hard disk **Notes:** • Selecting a setting affects only print jobs that are resident in the printer. Bookmarks, print jobs on flash drives, and other types of held jobs are not affected. • Not Restored removes all Print and Hold jobs that are *not* restored from the printer hard disk or memory.
Format Flash Yes No	Formats the flash memory **Warning—Potential Damage:** Do not turn off the printer while the flash memory is being formatted. **Notes:** • Yes deletes all data stored in flash memory. • No cancels the format request. • Flash memory refers to the memory added by installing a flash memory option card in the printer. • A flash memory option card must be installed in the printer and operating properly for this menu item to be available. • The flash memory option card must not be read/write- or write-protected.

Menu item	Description
Delete Downloads on Disk Delete Now Do Not Delete	Removes downloads from the printer hard disk, including all held jobs, buffered jobs, and parked jobs **Notes:** • Delete Now configures the printer control panel to return to the originating screen after the deletion process is completed. • Do Not Delete sets the printer control panel to return to the main Utilities menu.
Activate Hex Trace	Assists in isolating the source of a print job problem **Notes:** • When activated, all data sent to the printer is printed in hexadecimal and character representation, and control codes are not executed. • To exit or deactivate Hex Trace, turn the printer off or reset the printer.
Coverage Estimator Off On	Provides an estimate of the percentage coverage of toner on a page. The estimate is printed on a separate page at the end of each print job. **Note:** Off is the factory default setting.

XPS menu

Menu item	Description
Print Error Pages Off On	Prints a page containing information on errors, including XML markup errors **Note:** Off is the factory default setting.

PDF menu

Menu item	Description
Scale to Fit No Yes	Scales page content to fit the selected paper size **Note:** No is the factory default setting.
Annotations Do Not Print Print	Prints annotations in a PDF **Note:** Do Not Print is the factory default setting.

PostScript menu

Menu item	Description
Print PS Error Off On	Prints a page containing the PostScript error **Note:** Off is the factory default setting.

Menu item	Description
Lock PS Startup Mode Off On	Enables users to disable the SysStart file **Note:** Off is the factory default setting.
Font Priority Resident Flash/Disk	Establishes the font search order **Notes:** • Resident is the factory default setting. • This menu item is available only if a formatted flash memory option card or printer hard disk is installed and operating properly. • Make sure the flash memory option or printer hard disk is not read/write-, write-, or password-protected. • Job Buffer Size must not be set to 100%.
Image Smoothing Off On	Enhances the contrast and sharpness of low-resolution images and smooths their color transitions **Notes:** • Off is the factory default setting. • Image Smoothing has no effect on images that are 300 dpi or higher in resolution.

PCL Emul menu

Menu item	Description
Font Source Resident Disk Download Flash All	Specifies the set of fonts used by the Font Name menu item **Notes:** • Resident is the factory default setting. It shows the factory default set of fonts downloaded in RAM. • Flash and Disk settings show all fonts resident in that option. Make sure the flash option is properly formatted and is not read/write-, or password-protected. • Download shows all the fonts downloaded in RAM. • All shows all fonts available to any option.
Font Name RO Courier	Identifies a specific font and where it is stored **Note:** RO Courier is the factory default setting. The RO Courier format shows the font name, font ID, and storage location in the printer. The font source abbreviation is R for Resident, F for Flash, K for Disk, and D for Download.

Menu item	Description
Symbol Set 10U PC-8 12U PC-850	Specifies the symbol set for each font name **Notes:** • 10U PC-8 is the US factory default setting. 12U PC-850 is the international factory default setting. • A symbol set is a set of alphabetical and numeric characters, punctuation, and special symbols. Symbol sets support the different languages or specific programs such as math symbols for scientific text. Only the supported symbol sets are shown.
PCL Emulation Settings Point Size 1.00–1008.00	Changes the point size for scalable typographic fonts **Notes:** • 12 is the factory default setting. • Point Size refers to the height of the characters in the font. One point equals approximately 1/72 of an inch. • Point sizes can be increased or decreased in 0.25-point increments.
PCL Emulation Settings Pitch 0.08–100	Specifies the font pitch for scalable monospaced fonts **Notes:** • 10 is the factory default setting. • Pitch refers to the number of fixed-space characters per inch (cpi). • Pitch can be increased or decreased in 0.01-cpi increments. • For non-scalable monospaced fonts, the pitch appears on the display but cannot be changed.
PCL Emulation Settings Orientation Portrait Landscape	Specifies the orientation of text and graphics on a page **Notes:** • Portrait is the factory default setting. • Portrait prints text and graphics parallel to the short edge of the page. • Landscape prints text and graphics parallel to the long edge of the page.
PCL Emulation Settings Lines per Page 1–255	Specifies the number of lines that print on each page **Notes:** • 60 is the US factory default setting. 64 is the international default setting. • The printer sets the amount of space between each line based on the Lines per Page, Paper Size, and Orientation settings. Select the desired Paper Size and Orientation before setting Lines per Page.
PCL Emulation Settings A4 Width 198 mm 203 mm	Sets the printer to print on A4-size paper **Notes:** • 198 mm is the factory default setting. • The 203-mm setting sets the width of the page to allow the printing of eighty 10-pitch characters.

Menu item	Description
PCL Emulation Settings Auto CR after LF Off On	Specifies whether the printer automatically performs a carriage return (CR) after a line feed (LF) control command **Note:** Off is the factory default setting.
PCL Emulation Settings Auto LF after CR Off On	Specifies whether the printer automatically performs a line feed (LF) after a carriage return (CR) control command **Note:** Off is the factory default setting.
Tray Renumber Assign MP Feeder Off None 0–199 Assign Tray [x] Off None 0–199 Assign Manual Paper Off None 0–199 Assign Manual Env Off None 0–199	Configures the printer to work with printer software or programs that use different source assignments for trays, drawers, and feeders **Notes:** • Off is the factory default setting. • None ignores the Select Paper Feed command. This selection is displayed only when it is selected by the PCL 5e interpreter. • 0–199 allows a custom setting to be assigned.
Tray Renumber View Factory Defaults MPF Default = 8 T1 Default = 1 T2 Default = 4 T3 Default = 5 T4 Default = 20 T5 Default = 21 Env Default = 6 MPaper Default = 2 MEnv Default = 3	Displays the factory default setting assigned to each tray, drawer, or feeder
Tray Renumber Restore Defaults Yes No	Returns all tray, drawer, and feeder assignments to the factory default settings

HTML menu

Menu Item		Description
Font Name Albertus MT Antique Olive Apple Chancery Arial MT Avant Garde Bodoni Bookman Chicago Clarendon Cooper Black Copperplate Coronet Courier Eurostile Garamond Geneva Gill Sans Goudy Helvetica Hoefler Text Intl CG Times Intl Courier Intl Univers	Joanna MT Letter Gothic Lubalin Graph Marigold MonaLisa Recut Monaco New CenturySbk New York Optima Oxford Palatino StempelGaramond Taffy Times TimesNewRoman Univers Zapf Chancery NewSansMTCS NewSansMTCT New SansMTJA NewSansMTKO	Sets the default font for HTML documents **Note:** The Times font is used in HTML documents that do not specify a font.

Menu item	Description
Font Size 1–255 pt	Sets the default font size for HTML documents **Notes:** • 12 pt is the factory default setting. • Font size can be increased in 1-point increments.
Scale 1–400%	Scales the default font for HTML documents **Notes:** • 100% is the factory default setting. • Scaling can be increased in 1% increments.
Orientation Portrait Landscape	Sets the page orientation for HTML documents **Note:** Portrait is the factory default setting.

Menu item	Description
Margin Size 8–255 mm	Sets the page margin for HTML documents **Notes:** • 19 mm is the factory default setting. • Margin size can be increased in 1-mm increments.
Backgrounds Print Do Not Print	Specifies whether to print backgrounds on HTML documents **Note:** Print is the factory default setting.

Image menu

Menu item	Description
Auto Fit On Off	Selects the optimal paper size, scaling, and orientation **Note:** On is the factory default setting. It overrides scaling and orientation settings for some images.
Invert Off On	Inverts bi-tonal monochrome images **Notes:** • Off is the factory default setting. • This setting does not apply to GIF or JPEG images.
Scaling Best Fit Anchor Center Fit Height/Width Fit Height Fit Width Anchor Top Left	Scales the image to fit the selected paper size **Notes:** • Best Fit is the factory default setting. • When Auto Fit is set to On, Scaling is automatically set to Best Fit.
Orientation Portrait Landscape Rev Portrait Rev Landscape	Sets the image orientation **Note:** Portrait is the factory default setting.

Booklet Adjustments menu

The Booklet Adjustments menu is available only when a booklet finisher is installed. You can select various adjustments from this menu when printing booklets.

To access the Booklet Adjustments menu:

1. Turn the printer off.
2. Hold down 2 and 6 while turning the printer on.
3. Release the buttons when the screen with the progress bar appears.

   The printer performs a power-on sequence, and then the **`Configuration Menu`** appears.

4 Touch the arrows until **Booklet Adjustments** appears.

5 Touch **Booklet Adjustments**.

Menu item	Description
Size of paper JIS B4 Letter A4 Legal 11 x 17 A3 Oficio Folio	Specifies the paper size **Note:** This setting defaults to the Tray 1 paper size value.
Total number of sheets 1–2 sheets 3 sheets 4 sheets 5–7 sheets 8–15 sheets	Specifies the total number of sheets in a booklet **Note:** The factory default setting is 1–2 sheets.
Adjust for folding overlap Top overlap Bottom overlap	Select top or bottom overlap based on prints
Adjust for skew during booklet making Clockwise skew Counter-clockwise skew	Select skew direction based on prints

Help menu

The Help menu consists of a series of Help pages that are stored in the multifunction printer (MFP) as PDF files. They contain information about using the printer and performing various tasks, including copying, scanning, and faxing.

English, French, German, and Spanish translations are stored in the printer.

Other translations are available on the Lexmark Web site at **www.lexmark.com**.

Menu item	Description
Print All Guides	Prints all the guides
Copy Guide	Provides information about making copies and changing settings
Fax Guide	Provides information about sending faxes using fax numbers, shortcut numbers, or the address book, and about changing settings
E-mail Guide	Provides information about sending e-mails using addresses, shortcut numbers, or the address book, and about changing settings
FTP Guide	Provides information about scanning documents directly to an FTP server using an FTP address, shortcut numbers, or the address book, and about changing settings

Menu item	Description
Print Defects Guide	Provides help in resolving repeating defects in copies or prints
Information Guide	Provides help in locating additional information
Supplies Guide	Provides part numbers for ordering supplies

Securing the hard disk and other installed memory

Statement of Volatility

Your printer contains various types of memory that are capable of storing device and network settings, information from embedded solutions, and user data. The types of memory—along with the types of data stored by each—are described below.

- **Volatile memory**—Your device utilizes standard *Random Access Memory* (RAM) to temporarily buffer user data during simple print and copy jobs.
- **Non-volatile memory**—Your device may utilize two forms of non-volatile memory: EEPROM and NAND (flash memory). Both types are used to store the operating system, device settings, network information, scanner and bookmark settings, and embedded solutions.
- **Hard disk memory**—Some devices have a hard disk drive installed. The printer hard disk is designed for device-specific functionality and cannot be used for long term storage for data that is not print-related. The hard disk does not provide the capability for users to extract information, create folders, create disk or network file shares, or FTP information directly from a client device. The hard disk can retain buffered user data from complex scan, print, copy, and fax jobs, as well as form data, and font data.

There are several circumstances under which you might wish to erase the contents of the memory devices installed in your printer. A partial list includes:

- The printer is being decommissioned
- The printer hard drive is being replaced
- The printer is being moved to a different department or location
- The printer is being serviced by someone from outside your organization
- The printer is being removed from your premises for service

Disposing of a hard drive

Note: Not all printers have a hard disk installed.

In high-security environments, it may be necessary to take additional steps to ensure that confidential data stored on the printer hard disk cannot be accessed once the printer—or its hard disk—is removed from your premises. While most data can be erased electronically, you may want to consider one or more of the following actions before disposing of a printer or hard disk:

- **Degaussing**—Flushes the hard drive with a magnetic field that erases stored data
- **Crushing**—Physically compresses the hard disk to break component parts and render them unreadable
- **Milling**—Physically shreds the hard disk into small metal bits

Note: While most data can be erased electronically, the only way to guarantee that all data is completely erased is to physically destroy each memory device on which data could have been stored.

Erasing volatile memory

The volatile memory (RAM) installed on your printer requires a power source to retain information. To erase the buffered data, simply power down the device.

Erasing non-volatile memory

There are several methods available for erasing data stored in non-volatile memory, depending on the type of memory device installed, and the type of data stored by that device. For information about how to erase each type of information, see the *Embedded Web Server Administrator Guide*.

- **Individual settings**—You can erase individual printer settings using the printer control panel, or the printer Embedded Web Server.
- **Device and network settings**—You can erase device and network settings and restore factory defaults by resetting the NVRAM using the printer Config menu.
- **Security settings**—You can restore factory defaults or erase security settings by selecting a behavior for the Security Reset Jumper in the Embedded Web Server, and then moving a hardware jumper located on the motherboard.
- **Fax data**—If your printer does not contain a hard disk, or you have chosen NAND for fax storage, you can erase fax settings and data by resetting the NVRAM using the printer Config menu.

  Note: If your printer has a hard disk that has been partitioned for fax storage, you must reformat that partition to erase fax data and settings.
- **Embedded solutions**—You can erase information and settings associated with embedded solutions by uninstalling the solutions, or by restoring factory defaults using the printer Config menu.

Erasing printer hard disk memory using the Embedded Web Server

Note: Not all printers have a hard disk installed.

Configuring Disk Wiping in the printer menus enables you to remove residual confidential material left by scan, print, copy, and fax jobs, by securely overwriting files that have been marked for deletion.

1. From the Embedded Web Server, click **Settings** > **Security** > **Disk Wiping**.

   Note: Printers without a hard disk will not display Disk Wiping in the Security menu.
2. For Wiping Mode, select one of the following:
   - **Auto**—Use this to automatically wipe data following each use (can increase the time between jobs).
   - **Manual**—Use this to set up a schedule for disk wiping.
3. Click **Submit**.
4. From the Security menu, click **Disk Wiping**.
5. If you have enabled Manual mode and wish to set up a schedule for disk wiping, click **Scheduled Disk Wiping**.

   Notes:

   - Scheduled Disk Wiping will not be displayed until after Manual mode has been selected and submitted.
   - If you do not wish to schedule disk wiping, then you can skip steps 5 and 6.
6. Use the Time and Day(s) options to designate when disk wiping should occur, and then click **Add**. Repeat as needed to schedule additional times for disk wiping. When finished, use the browser Back button to return to the Disk Wiping setup screen.

   Note: Disk wiping can take from several minutes to more than an hour, during which time the printer will be unavailable for other user tasks.

7 From the Disk Wiping settings screen, select one of the following for each method of disk wiping (Automatic, Manual, and Scheduled):

- **Single Pass**—This lets you overwrite the printer hard disk in a single pass with a repeating bit pattern.
- **Multi-pass**—This lets you overwrite the printer hard disk with random bit patterns several times, followed by a verification pass. A secure overwrite is compliant with the DoD 5220.22-M standard for securely erasing data from a hard disk. Highly confidential information should be wiped using this method.

8 Click **Submit**.

Configuring printer hard disk encryption using the Embedded Web Server

Note: Not all printers have a hard disk installed.

Enabling hard disk encryption helps prevent the loss of sensitive data in the event your printer or its hard disk is stolen.

1 From the Embedded Web Server, click **Settings** > **Security** > **Disk Encryption**.

Note: Printers without a hard disk will not display Disk Encryption in the Security menu.

2 From the Disk Encryption menu, select **Enable**.

Warning—Potential Damage: Enabling disk encryption will erase the contents of the printer hard disk.

Note: Disk encryption can take from several minutes to more than an hour, during which the printer will be unavailable for other user tasks.

3 Click **Submit**.

Maintaining the printer

Periodically, certain tasks are required to maintain optimum print quality.

Cleaning the exterior of the printer

1. Make sure that the printer is turned off and unplugged from the wall outlet.

   CAUTION—SHOCK HAZARD: To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables to the printer before proceeding.

2. Remove paper from the standard exit bin.

3. Dampen a clean, lint-free cloth with water.

   Warning—Potential Damage: Do not use household cleaners or detergents, as they may damage the finish of the printer.

4. Wipe only the outside of the printer, making sure to include the standard exit bin.

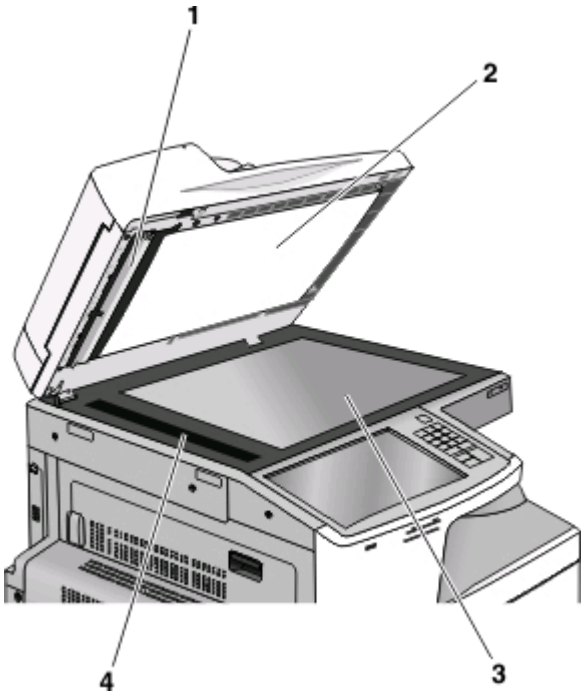
   Warning—Potential Damage: Using a damp cloth to clean the interior may cause damage to your printer.

5. Make sure the paper support and standard exit bin are dry before beginning a new print job.

Cleaning the scanner glass

Clean the scanner glass if you encounter print quality problems, such as streaks on copied or scanned images.

1. Slightly dampen a soft, lint-free cloth or paper towel with water.
2. Open the scanner cover.



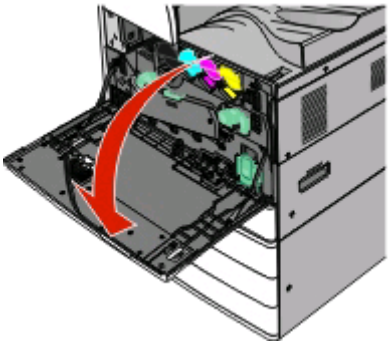
1	White underside of the ADF cover
2	White underside of the scanner cover
3	Scanner glass
4	ADF glass

3. Wipe the areas shown and let them dry.
4. Close the scanner cover.

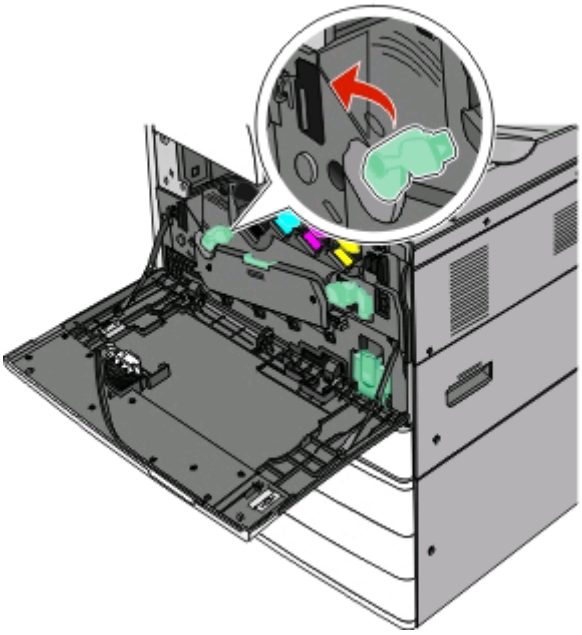
Cleaning the printhead lenses

Clean the printhead lenses when you encounter print quality problems.

1 Open the front door.

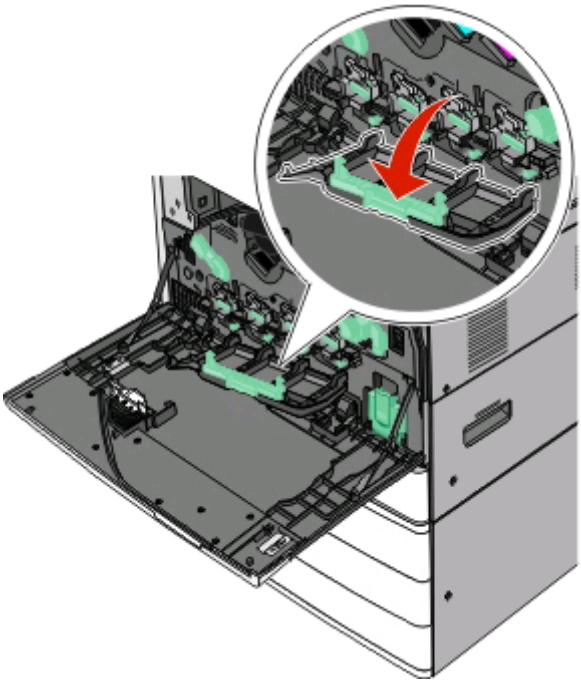


2 Slide the release lever to the left to unlock the cover.

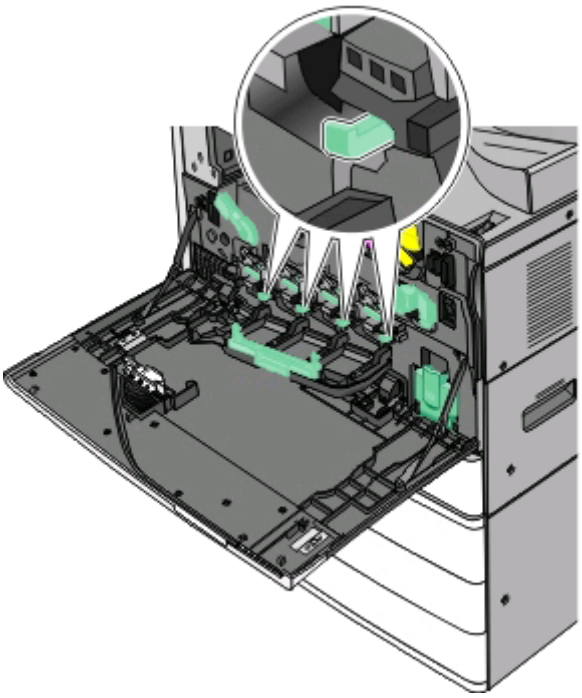


3 Open the cover.

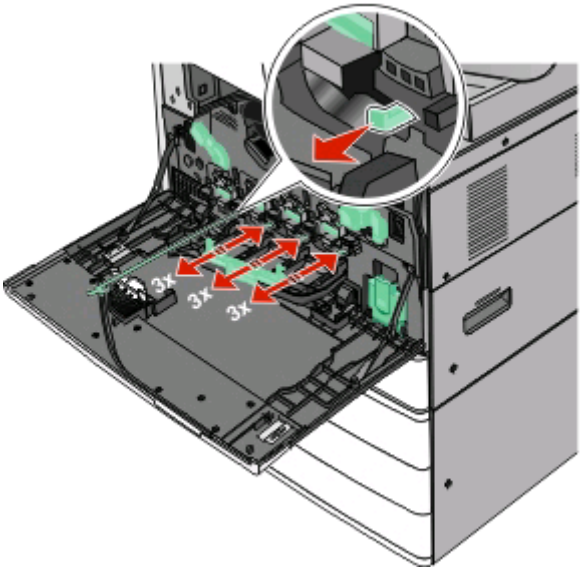
Warning—Potential Damage: To avoid overexposing the photoconductor unit, do not leave the cover open for more than 10 minutes.



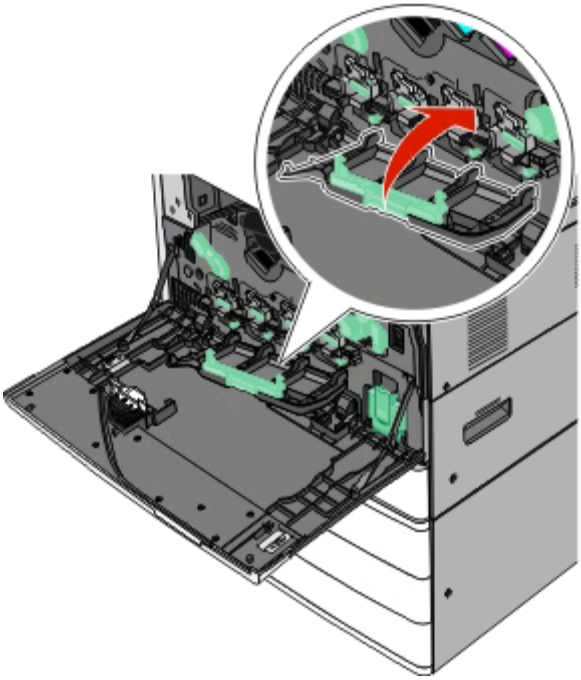
4 Locate the printhead wipers.



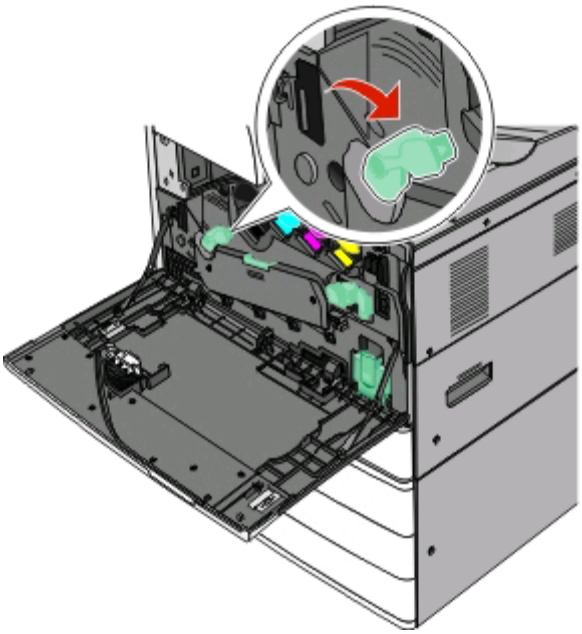
5 Gently pull the printhead wipers out until it stops, and then slowly slide them back into place.



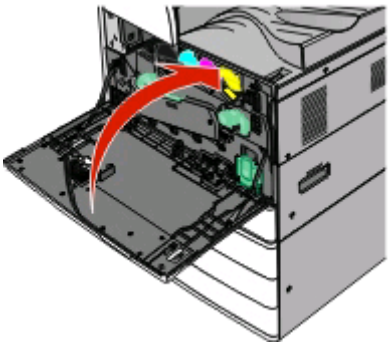
6 Close the cover.



7 Slide the release lever to the right to lock the cover.



8 Close the front door.



Storing supplies

Choose a cool, clean storage area for the printer supplies. Store supplies right side up in their original packing until you are ready to use them.

Do not expose supplies to:

- Direct sunlight
- Temperatures above 35°C (95°F)
- High humidity above 80%
- Salty air
- Corrosive gases
- Heavy dust

Checking the status of supplies

A message appears on the display when a replacement supply item is needed or when maintenance is required.

Checking the status of supplies from the printer control panel

From the home screen, touch **Status/Supplies** > **View Supplies**.

Checking the status of supplies from a network computer

Note: The computer must be connected to the same network as the printer.

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:

   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Click **Device Status**.

   The Device Status page appears, displaying a summary of supply levels.

Ordering supplies

To order supplies in the U.S., contact Lexmark at 1-800-539-6275 for information about Lexmark authorized supplies dealers in your area. In other countries or regions, visit the Lexmark Web site at **www.lexmark.com** or contact the place where you purchased the printer.

Notes:

- The toner gauge is an estimate of how much toner is left in your cartridge.
- All life estimates for printer supplies assume printing on letter- or A4-size plain paper.

Ordering toner cartridges

When **88.xx [color] cartridge low** or **88.xx [color] cartridge nearly low** appears, order a new cartridge.

When **88 Replace [color] cartridge** appears, replace the specified cartridge.

Estimated cartridge yield is based on the ISO/IEC 19798 standard (with about 5% coverage per color). Extremely low print coverage (less than 1.25% for a color) for extended periods of time may negatively affect actual yield for that color and may cause cartridge parts to fail prior to exhaustion of toner.

Recommended toner cartridges and part numbers

Part name	Part number
Black high-yield toner cartridge	X950X2KG
Yellow high-yield toner cartridge	X950X2YG
Magenta high-yield toner cartridge	X950X2MG

Part name	Part number
Cyan high-yield toner cartridge	X950X2CG

Ordering a photoconductor unit

When **84.xx [Color] photoconductor low** or **84.xx [Color] photoconductor nearly low** appears, order a replacement photoconductor unit.

When **84.xx Replace [color] photoconductor** appears, replace the specified photoconductor.

Recommended photoconductor units and part numbers

Part name	Part number
Photoconductor unit • Black • Cyan • Magenta • Yellow	C950X71G
CMY (Cyan, Magenta, Yellow) Photoconductor Kit **Note:** CMY photoconductor units may reach end of life all at the same time.	C950X73G

Ordering a waste toner bottle

When **82.xx Waste toner bottle nearly full** appears, order a replacement waste toner bottle.

When **82.xx Replace waste toner bottle** appears, replace the waste toner bottle.

Note: Waste toner bottle reuse is not recommended.

Part name	Part number
Waste toner bottle	C950X76G

Ordering staple cartridges

When **Staples Low** or **Staples Empty** appears, order the specified staple cartridge.

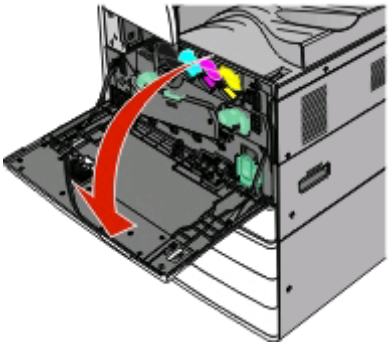
For more information, see the illustrations inside the stapler door.

Part name	Part number
Staple Cartridges--3 pack (Staples G5)	25A0013
Advanced Booklet Staples (Staples G11 and Staples G12)	21Z0357

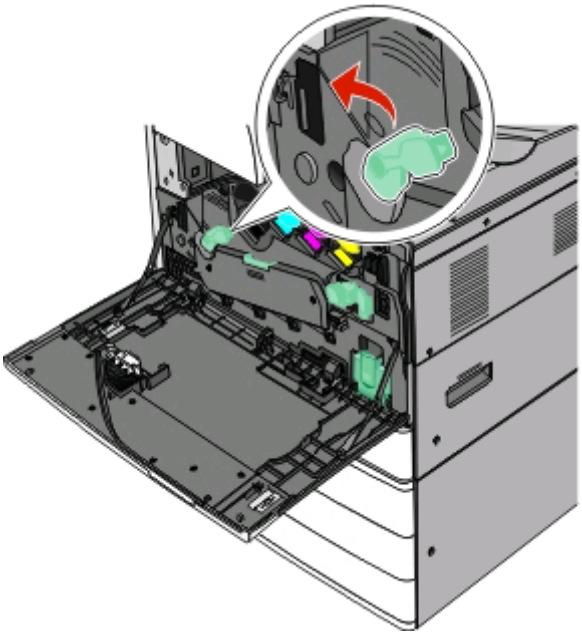
Replacing Supplies

Replacing a photoconductor unit

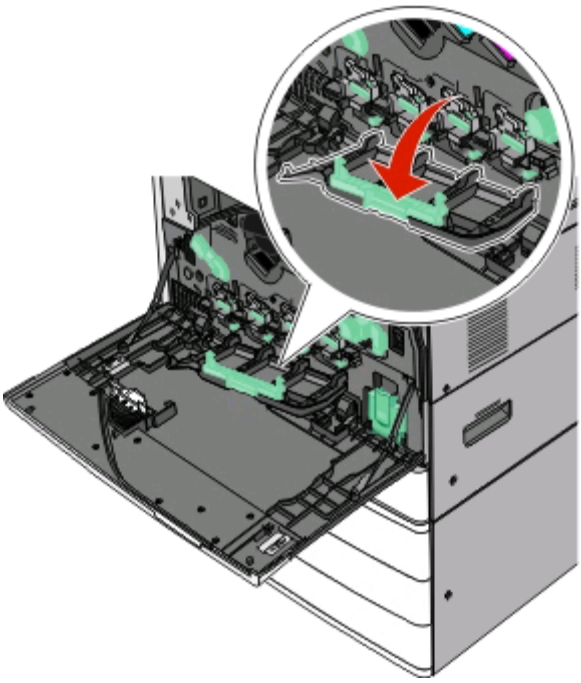
1 Open the front door.



2 Rotate the release lever counterclockwise to open the cover.

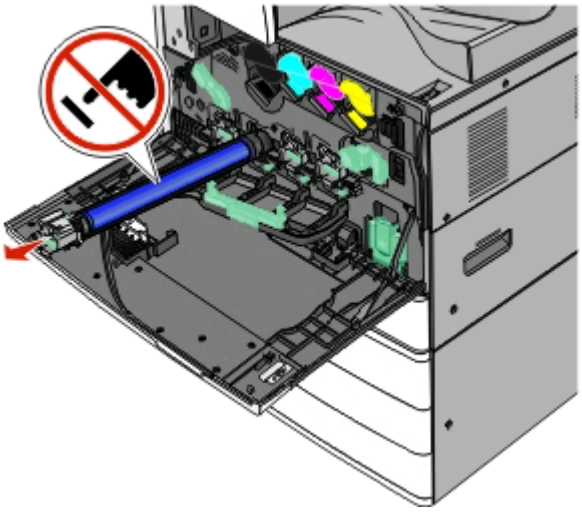


3 Lower the cover.



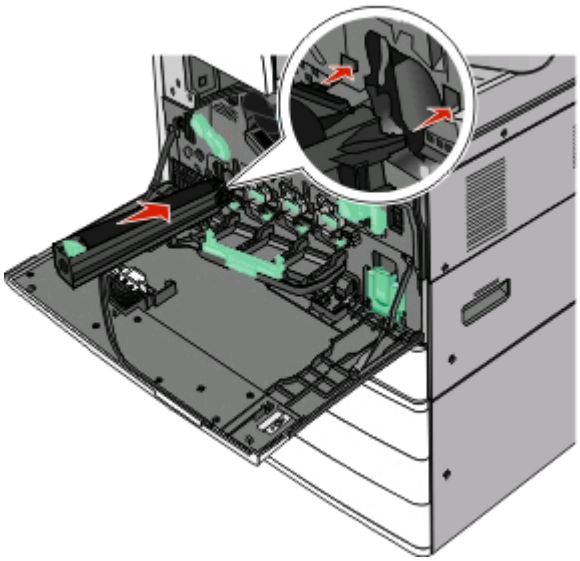
Warning—Potential Damage: To avoid overexposing the photoconductor unit, do not leave the door open for more than 10 minutes.

4 Grasp the handle of the photoconductor unit and pull it out of the machine.

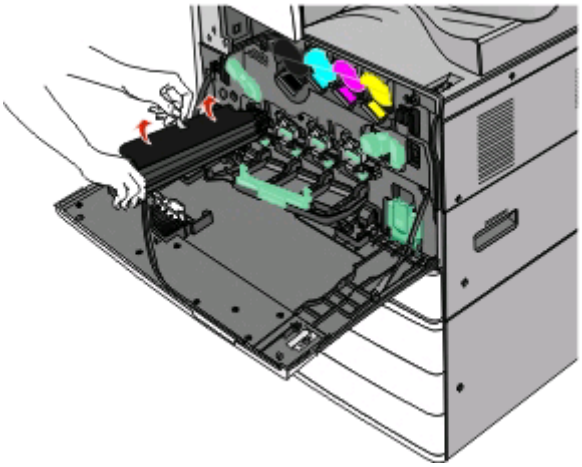


5 Unpack the replacement photoconductor unit.

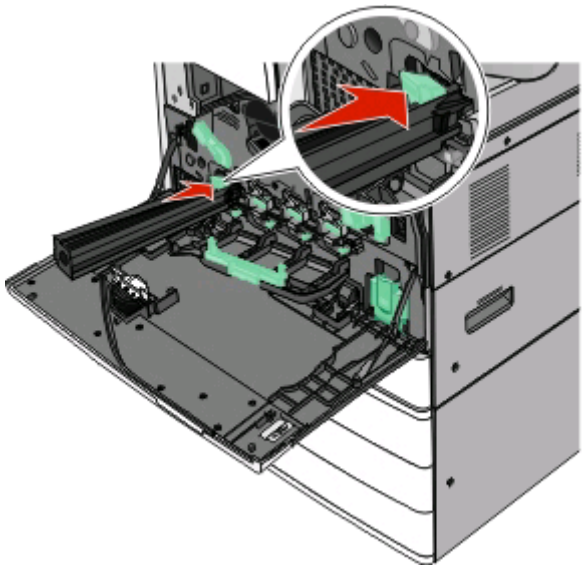
6 Align and insert the end of photoconductor unit.



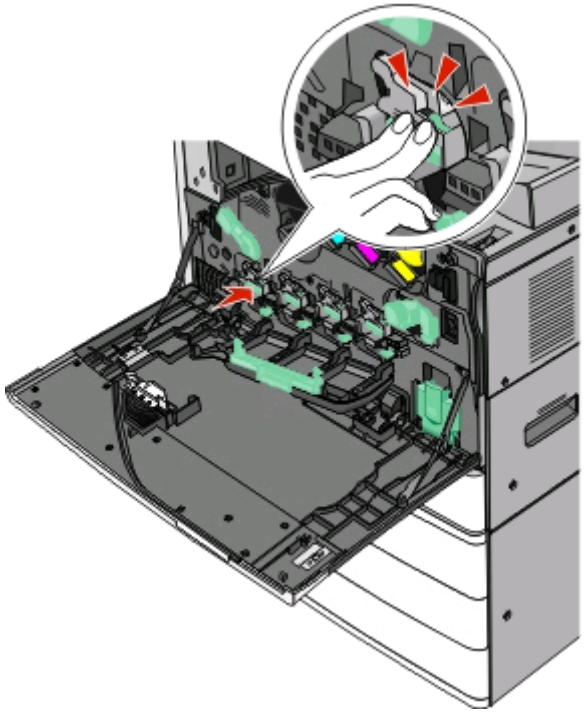
7 Remove the tape from the top of the photoconductor unit.



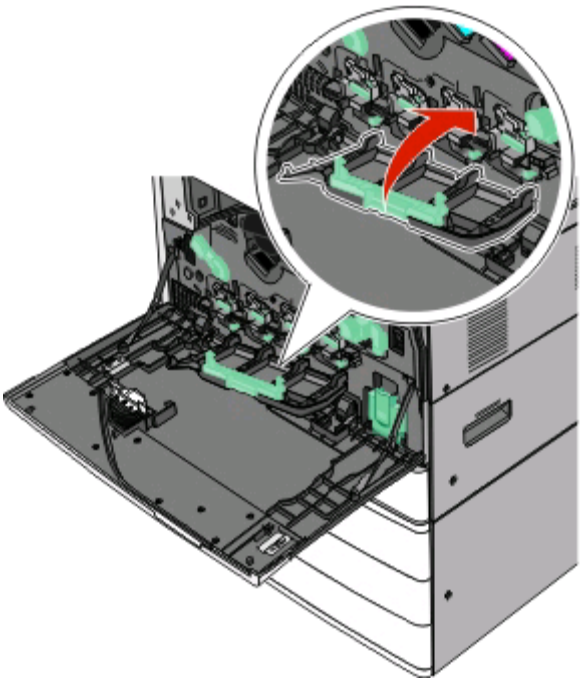
8 Push the tab forward to insert the photoconductor unit.



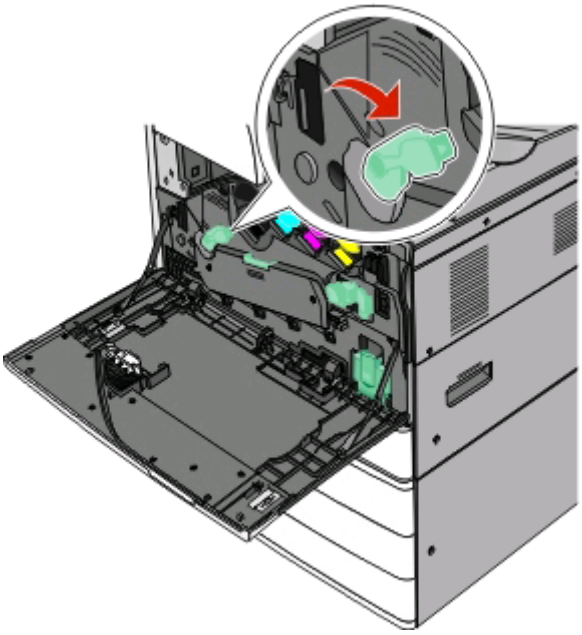
9 Push the photoconductor unit until it *clicks* into place



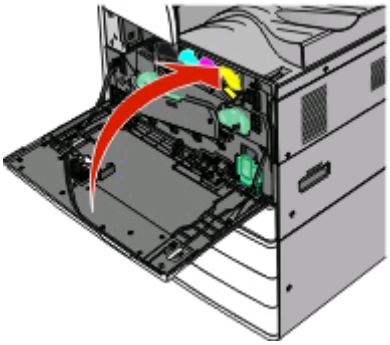
10 Close the cover.



11 Rotate the release lever clockwise to lock the cover.

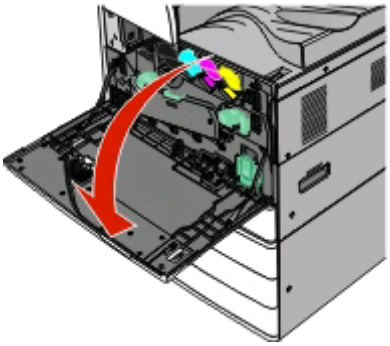


12 Close the front door.

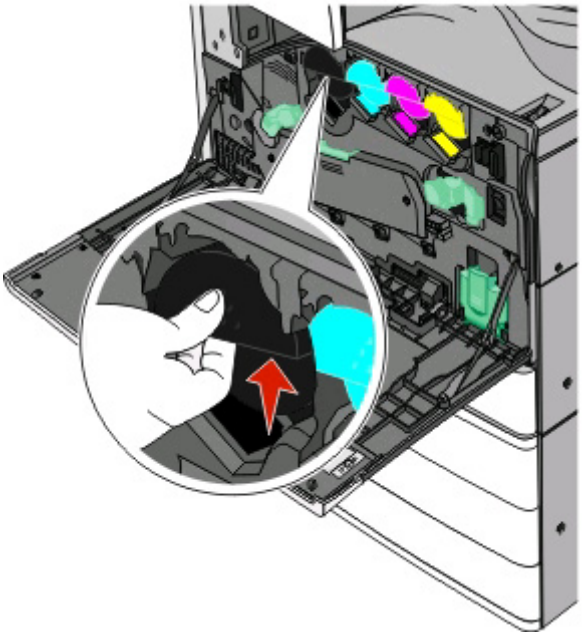


Replacing a toner cartridge

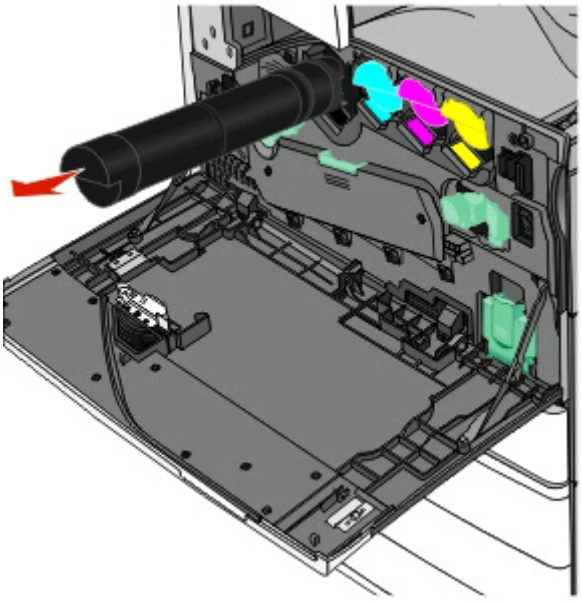
1 Open the front door.



2 Put your hand under the dent of the toner cartridge, and then slightly lift up the cartridge.

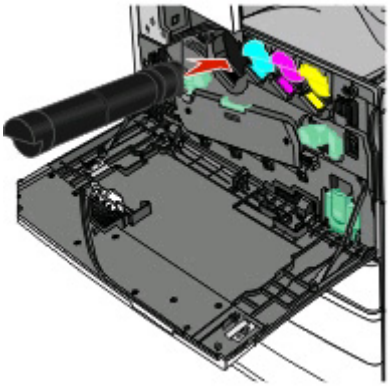


3 Pull the toner cartridge out.

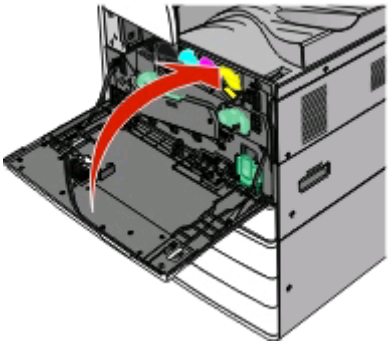


4 Unpack the replacement toner cartridge, and then shake it to redistribute the toner.

5 Insert the new cartridge into the printer.



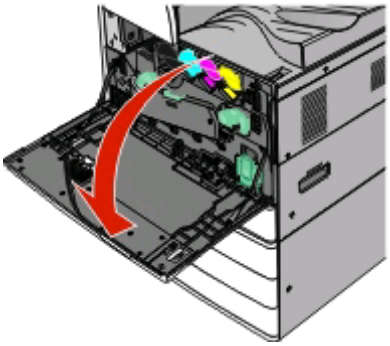
6 Close the front door.



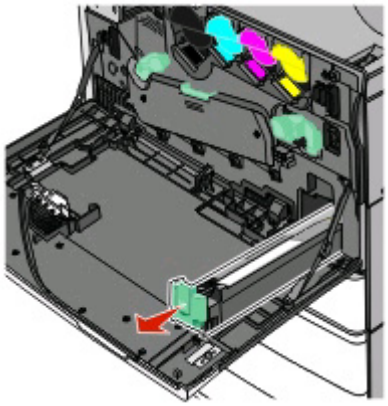
Replacing the waste toner bottle

1 Turn the printer off.

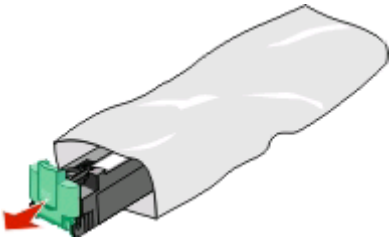
2 Open the front door.



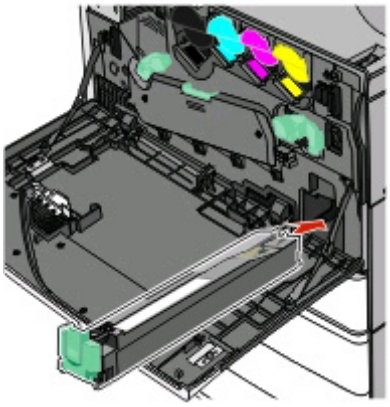
3 Remove the used waste toner bottle.



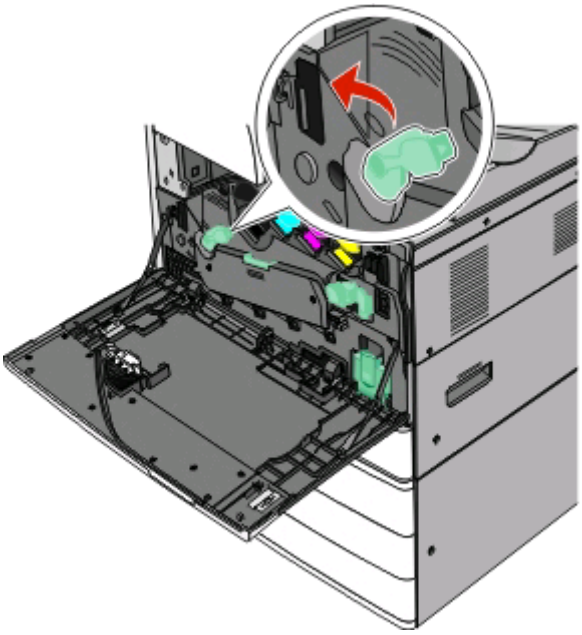
4 Unpack the new waste toner bottle.



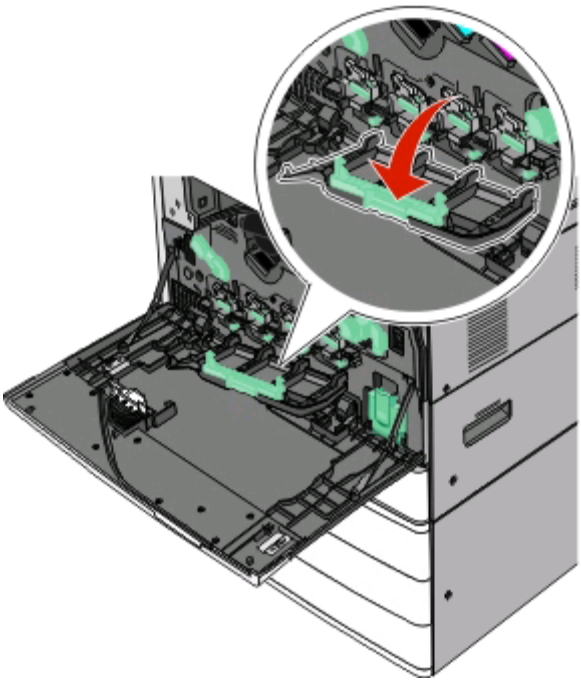
5 Insert the new waste toner bottle into the printer until it *clicks* into place.



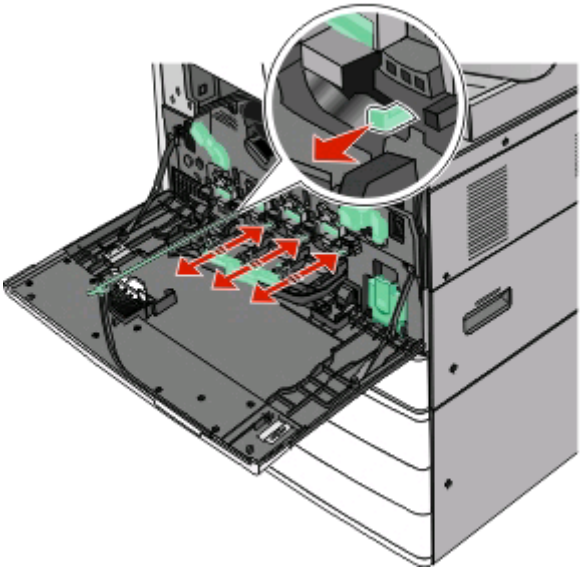
6 Rotate the release lever counterclockwise to open the cover.



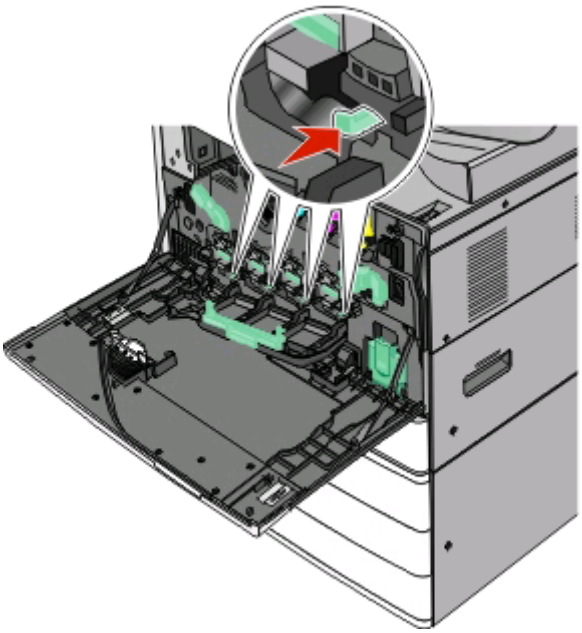
7 Lower the cover.



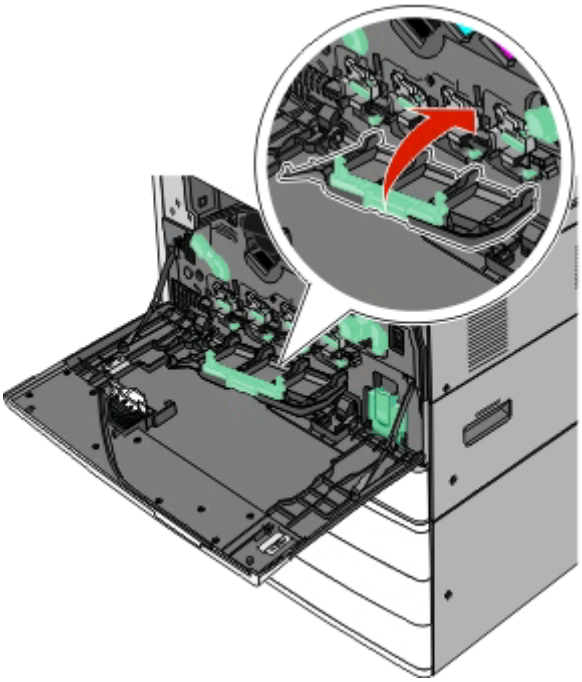
8 Slide out the printhead wipers.



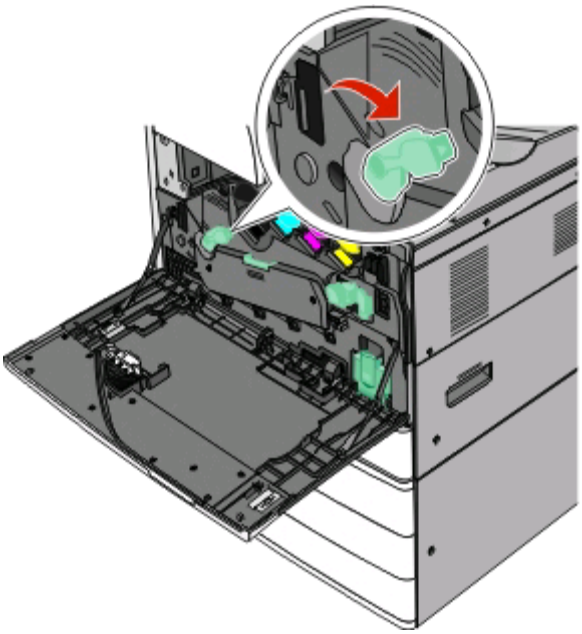
9 Slide the printhead wipers back into place.



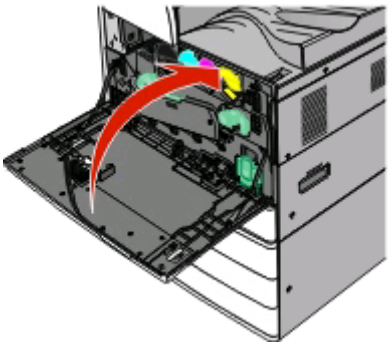
10 Close the cover.



11 Rotate the release lever clockwise to lock the cover.



12 Close the front door.



13 Turn the printer back on.

Moving the printer

Before moving the printer

CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

CAUTION—POTENTIAL INJURY: Before moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Turn the printer off using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the printer before moving it.

- Lift the printer off of the optional drawer and set it aside instead of trying to lift the drawer and printer at the same time.

  Note: Use the handholds located on both sides of the printer to lift it off the optional drawer.

Warning—Potential Damage: Damage to the printer caused by improper moving is not covered by the printer warranty.

Moving the printer to another location

The printer and options can be safely moved to another location by following these precautions:

- Any cart used to move the printer must have a surface able to support the full footprint of the printer. Any cart used to move the options must have a surface able to support the dimensions of the options.
- Keep the printer in an upright position.
- Avoid severe jarring movements.

Shipping the printer

When shipping the printer, use the original packaging or call the place of purchase for a relocation kit.

Administrative support

Finding advanced networking and administrator information

This chapter covers basic administrative support tasks using the Embedded Web Server. For more advanced system support tasks, see the *Networking Guide* on the *Software and Documentation* CD and the *Embedded Web Server Administrator's Guide* on the Lexmark Web site at **http://support.lexmark.com**.

Using the Embedded Web Server

If the printer is installed on a network, then the Embedded Web Server is available for a range of functions including:

- Viewing a virtual display of the printer control panel
- Checking the status of the printer supplies
- Configuring printer settings
- Configuring network settings
- Viewing reports

To access the Embedded Web Server for your printer:

1. Type the printer IP address into the address field of your Web browser.

   Notes:

   - If you do not know the IP address of the printer, then print a network setup page, and then locate the IP address in the TCP/IP section.
   - If you are using a proxy server, then temporarily disable it to load the Embedded Web Server correctly.

2. Press **Enter**.

Checking the status of the printer

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:

   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Click **Device Status**.

The device status shows the following:

- Paper tray settings
- Level of toner in the print cartridge
- Percentage of life remaining in the maintenance kit
- Capacity measurements of certain printer parts

Checking the virtual display

1. Open an Embedded Web Server associated with your printer.

   Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:

   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Check the virtual display that appears in the top left corner of the screen.

   The virtual display works as an actual display would work on a printer control panel, showing printer messages.

Setting up e-mail alerts

Configure the printer to send you e-mail alerts when the supplies are getting low or when the paper needs to be changed or added, or when there is a paper jam.

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer, you can:

   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Click **Settings**.
3. Under Other Settings, click **E-mail Alert Setup**.
4. Select the items for notification, and type the e-mail addresses.
5. Click **Submit**.

Note: For information on setting up the e-mail server, contact your system support person.

Viewing reports

You can view some reports from the Embedded Web Server. These reports are useful for assessing the status of the printer, the network, and supplies.

To view reports from a network printer:

1. Type the printer IP address into the address field of your Web browser.

   If you do not know the IP address of the printer you can:

   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Click **Reports**, and then click the type of report you want to view.

Restoring factory default settings

If you want to retain a list of the current menu settings for reference, then print a menu settings page before restoring the factory default settings.

Warning—Potential Damage: Restoring factory defaults returns most printer settings to the original factory default settings. Exceptions include the display language, custom sizes and messages, and network/port menu settings. All downloads stored in RAM are deleted. Downloads stored in flash memory or on a printer hard disk are not affected.

From the home screen, navigate to:

> **Settings** > **General Settings** > **Factory Defaults** > **Restore Now** > **Submit**

Clearing jams

By carefully selecting papers and specialty media and loading it properly, you should be able to avoid most jams. For more information, see “Avoiding jams” on page 262. If jams do occur, follow the steps outlined in this chapter.

To resolve the jam messages, you must clear the entire paper path, and press ✓ to clear the message and resume printing. The printer prints a new copy of the page that jammed if Jam Recovery is set to On or Auto; however, the Auto setting does not guarantee the page will print.

Note: Jam recovery is set to Auto by default. The printer reprints jammed pages unless the memory required to hold the pages is needed for other printer tasks.

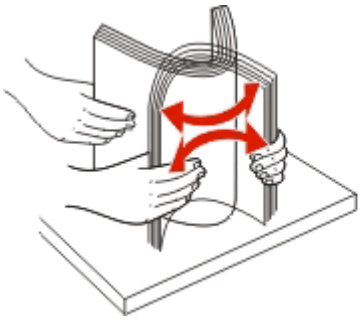
Avoiding jams

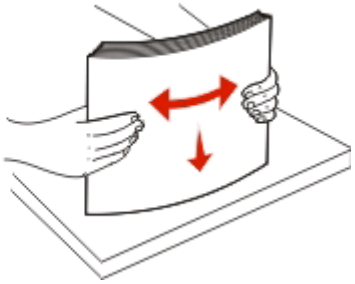
Paper tray recommendations

- Make sure the paper lies flat in the tray.
- Do not remove a tray while the printer is printing.
- Do not load a tray while the printer is printing. Load it prior to printing, or wait for a prompt to load it.
- Do not load too much paper. Make sure the stack height does not exceed the indicated maximum height.
- Make sure the guides in the tray or the multipurpose feeder are properly positioned and are not pressing too tightly against the paper or envelopes.
- Push the tray in firmly after loading paper.

Paper recommendations

- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.
- Flex and straighten paper before loading it.

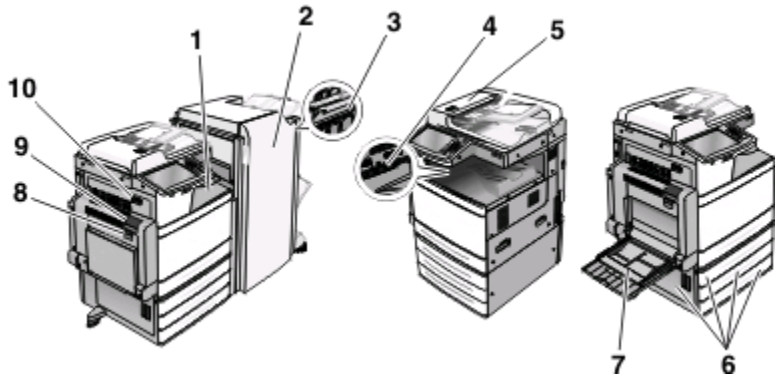




- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same stack.
- Make sure all sizes and types are set correctly in the printer control panel menus.
- Store paper per manufacturer recommendations.

Understanding jam numbers and locations

When a jam occurs, a message indicating the jam location appears on the display. Open doors and covers and remove trays to access jam locations. To resolve any paper jam message, you must clear all jammed paper from the paper path.

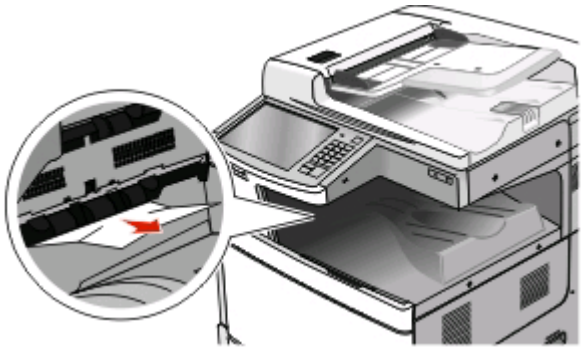


Area	Area name	Jam numbers	What to do
1	Cover F (paper transport)	**4yy.xx** **455**	Open cover F, and then removed jammed paper. Open door G and H, and then remove the jammed paper. Open staple door, remove the staple cartridge, and then remove the jammed staple.
2	Door G		
3	Door H		
4	Standard exit bin	**201-202** **203**	Remove all paper from the standard exit bin, and then remove the jammed paper.
5	Automatic Document Feeder (ADF)	**28y.xx**	Remove all paper from the ADF, and then remove the jammed paper.
6	Door C Tray [x]	**24x**	Open door C, and then remove the jammed paper Open each tray, and then remove the jammed paper.
7	Multipurpose feeder	**250**	Remove all paper from the multipurpose feeder, and then remove the jammed paper.
8	Door B	**230**	Open door B, and then remove jammed paper.
9	Door A	**201-202** **231** **281**	Open door A, and then remove the jammed paper. Remove all paper from the fuser, and then remove the jammed paper.
10	Door D	**203**	Open door A, and then door D, and then remove the jammed paper.

201–202 paper jams

If the jammed paper is visible in the standard exit bin, then firmly grasp the paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

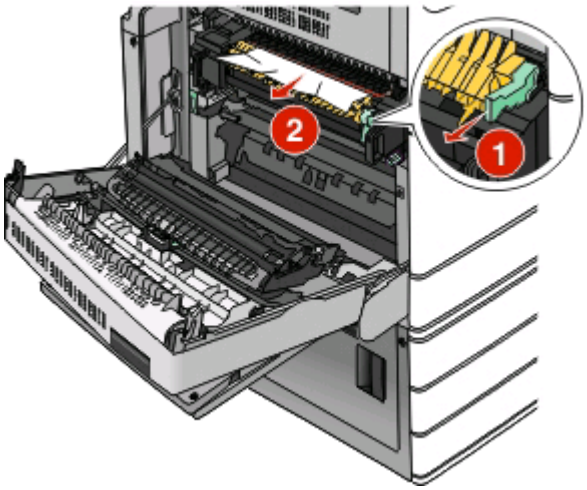


Paper jam in the fuser

1 Open door A by lifting the release latch and lowering the door.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

2 Pull the green lever down.

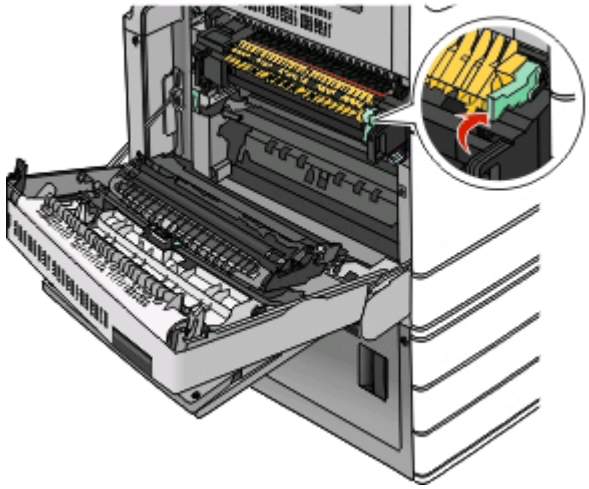


3 Firmly grasp the jammed paper on each side, and then gently pull it out.

Warning—Potential Damage: Do not touch the center of the fuser unit. Doing so will damage the fuser.

Note: Make sure all paper fragments are removed.

4 Push the green lever back into place.



5 Close door A.

6 If necessary, touch **Continue** from the printer control panel.

Paper jam under the fuser

1 Open door A.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

2 If the jammed paper is visible under the fuser, then firmly grasp the paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

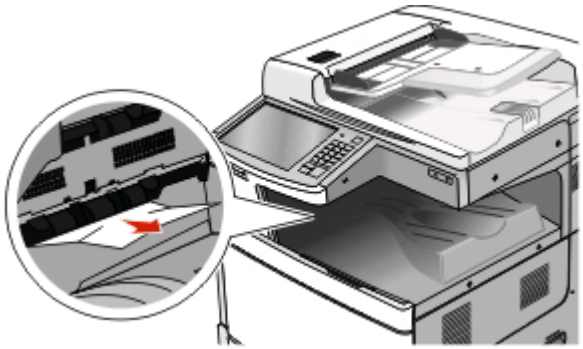
3 Close door A.

4 If necessary, touch **Continue** from the printer control panel.

203 paper jam

If the jammed paper is visible in the standard exit bin, then firmly grasp the paper on each side, and then gently pull it out.

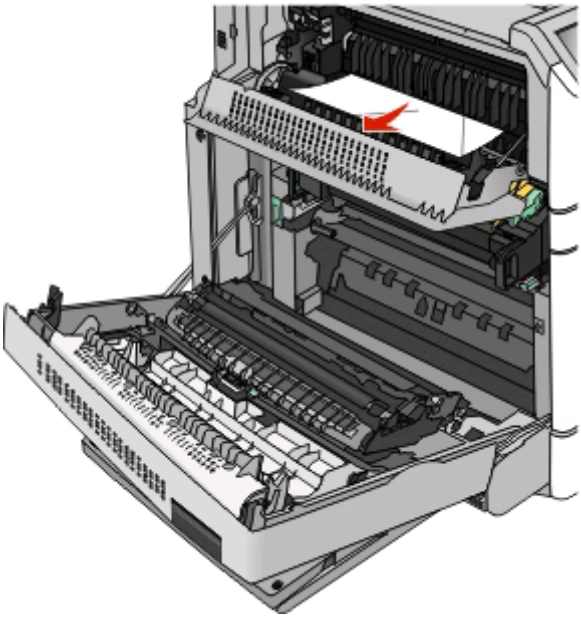
Note: Make sure all paper fragments are removed.



1 Open door A, and then door D by lifting the release latch of each door and lowering the doors.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

2 Firmly grasp the jammed paper on each side, and then gently pull it out.



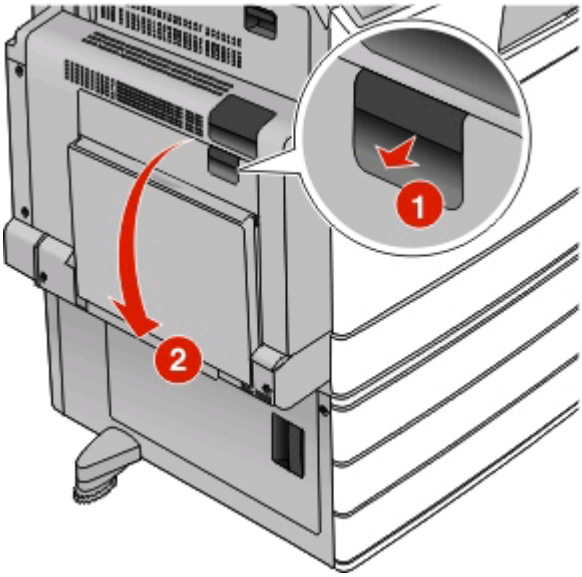
Note: Make sure all paper fragments are removed.

3 Close door D, and then close door A.

4 If necessary, touch **Continue** from the printer control panel.

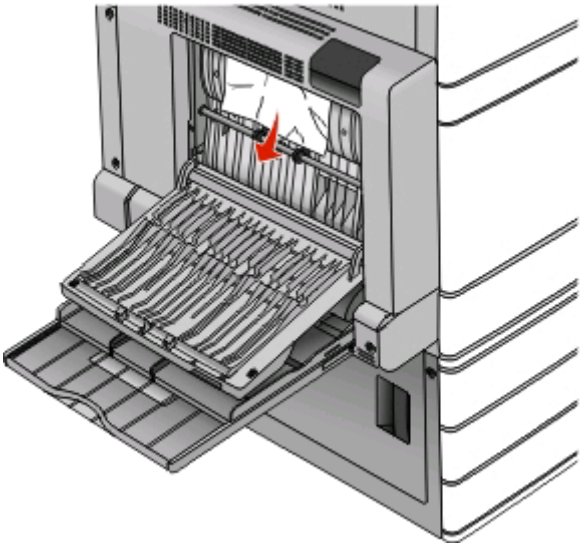
230 paper jam

1 Lower the multipurpose feeder, and then open door B.



2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.



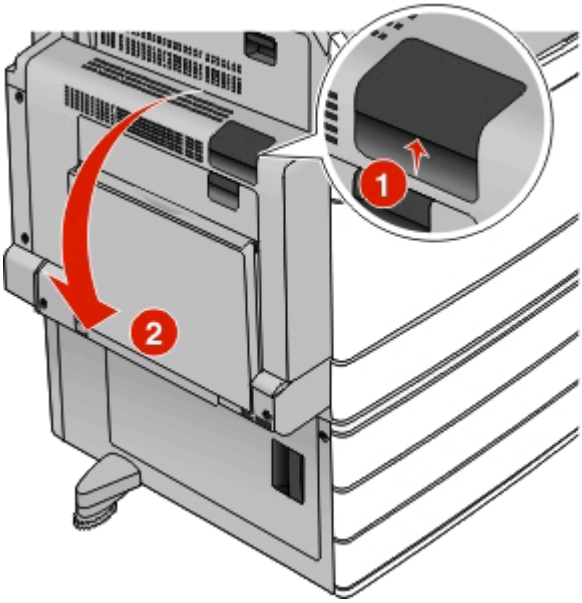
3 Close door B.

4 If necessary, touch **Continue** from the printer control panel.

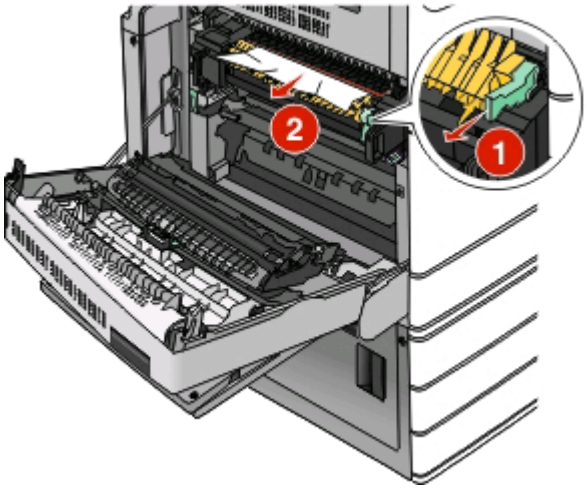
231 paper jam

1 Open door A by lifting the release latch, and then lowering the door.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



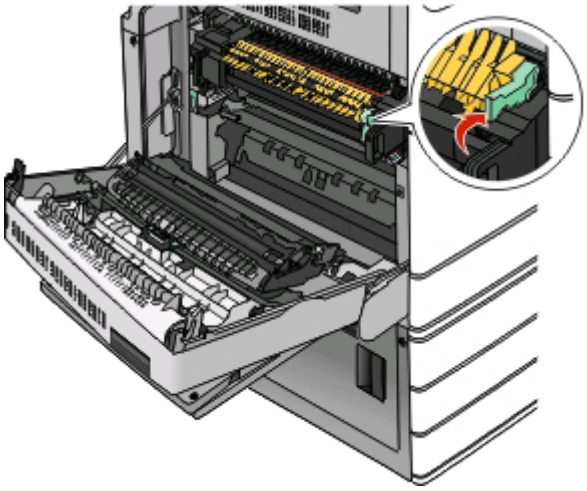
2 Pull the green lever down.



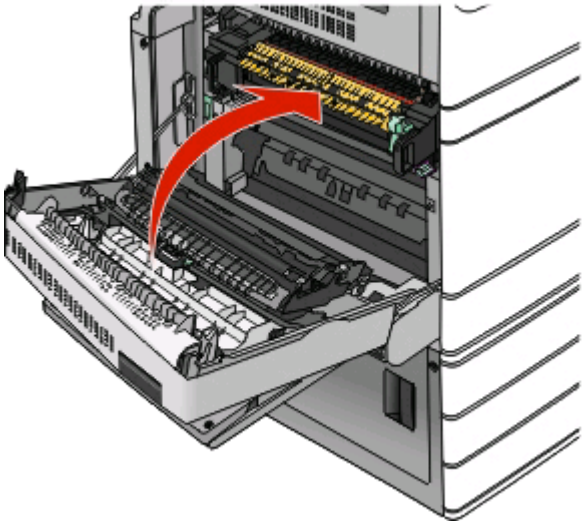
Note: Make sure all paper fragments are removed.

3 Firmly grasp the jammed paper on each side, and then gently pull it out.

4 Push the green lever back into place.



5 Close door A.

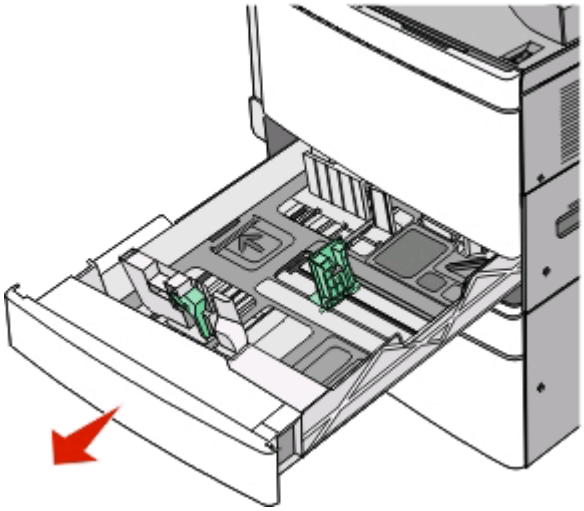


6 If necessary, touch **Continue** from the printer control panel.

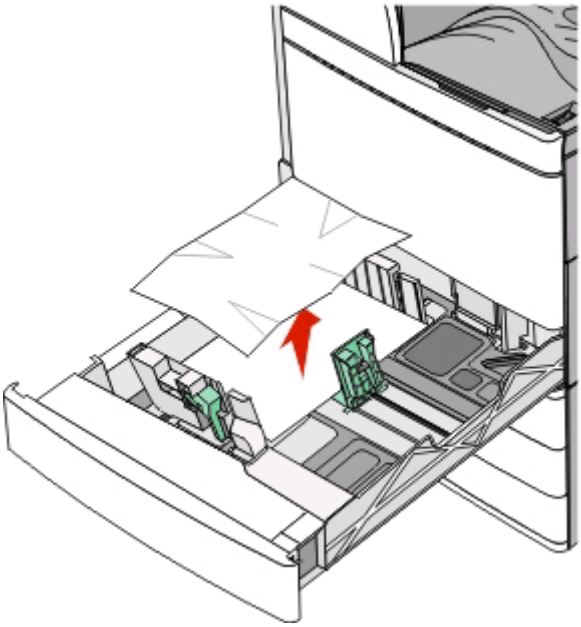
24x paper jam

Paper jam in Tray 1

1 Open Tray 1.



2 Firmly grasp the jammed paper on each side, and then gently pull it out.



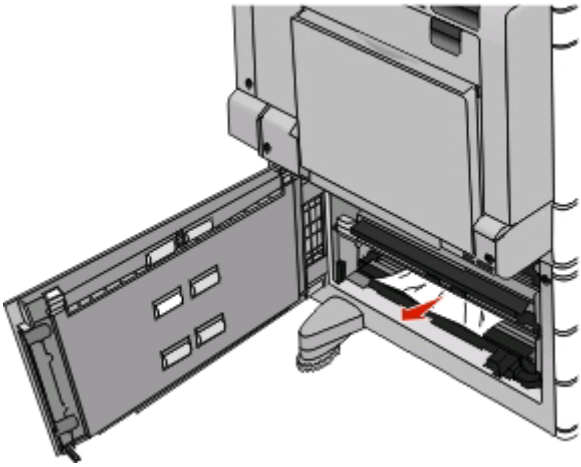
Note: Make sure all paper fragments are removed.

3 Close Tray 1.

4 If necessary, touch **Continue, jam cleared** from the printer control panel.

Paper jam in one of the optional trays

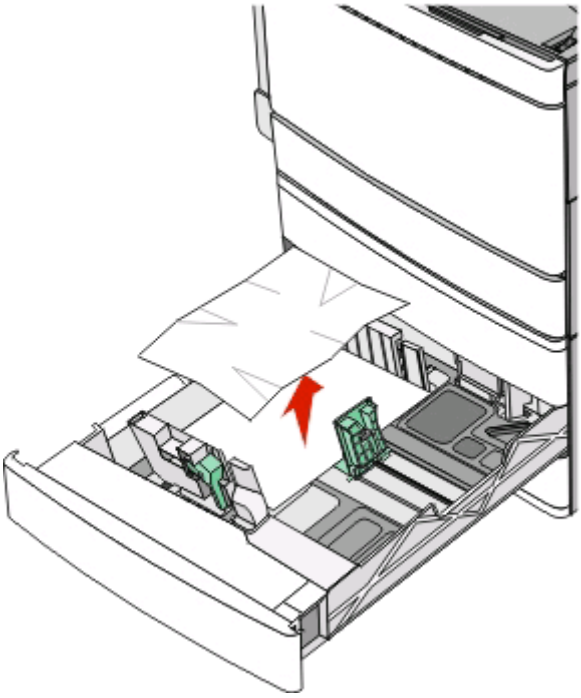
1 Check door C, and then pull the jammed pages out.



Note: Make sure all paper fragments are removed.

2 Open the specified tray.

3 Firmly grasp the jammed paper on each side, and then gently pull it out.



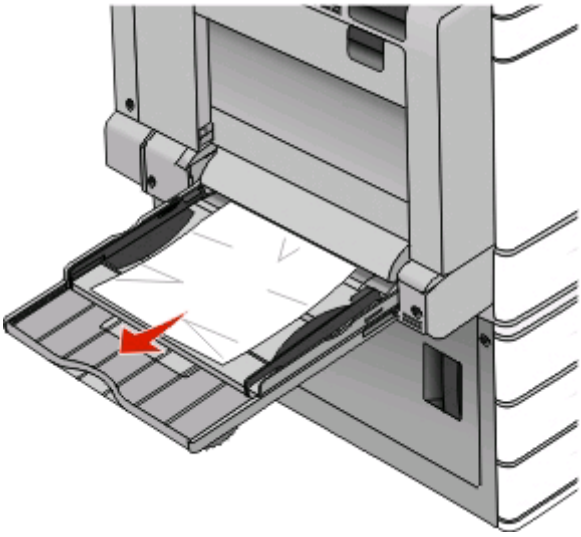
Note: Make sure all paper fragments are removed.

4 Close the tray.

5 If necessary, touch **Continue, jam cleared** from the printer control panel.

250 paper jam

1 Remove any jammed pages from the multipurpose feeder.



2 Load paper into the multipurpose feeder.

3 If necessary, touch **Continue, jam cleared** from the printer control panel.

281 paper jam

Paper jam in door A

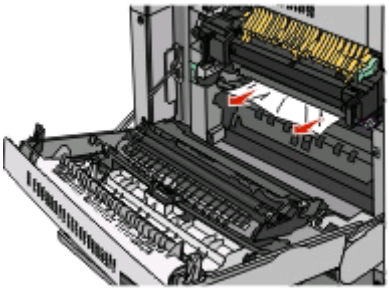
1 Open door A.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

2 Determine where the jam is located, and then remove it:

a If the paper is visible under the fuser, then firmly grasp it on each side and pull it out.

Note: Make sure all paper fragments are removed.

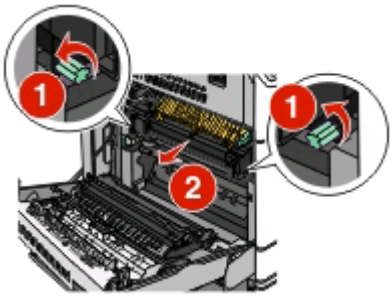


b If the paper is not visible, then you will need to remove the fuser unit.

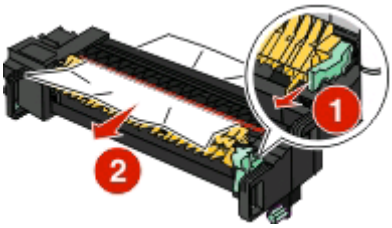
Warning—Potential Damage: Do not touch the center of the fuser unit. Doing so will damage the fuser.

1 Remove the thumbscrew from each side of the fuser unit by rotating them counterclockwise.

2 Lift the handles on each side of the fuser, and then pull to remove the fuser unit.



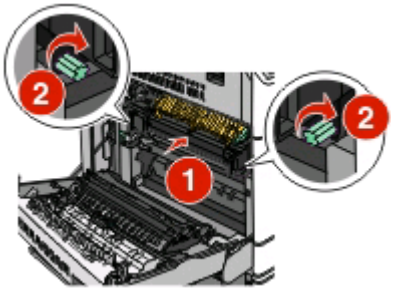
3 Firmly grasp the jammed paper on each side, and then gently pull it down and out.



Notes:

- Make sure all paper fragments are removed.
- If the paper is in the fuser, then lower the fuser nip release lever and switch it to envelope mode.
- After removing the jammed paper, return the lever to the proper position.

4 Align the fuser unit using the handles on each side, and then place it back into the printer.

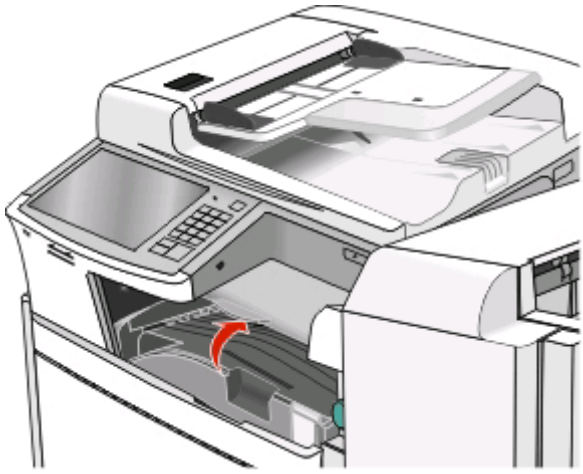


3 Close door A.

4 If necessary, touch **Continue** from the printer control panel.

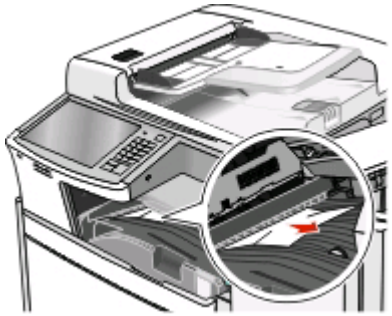
Paper jam in cover F (paper transport)

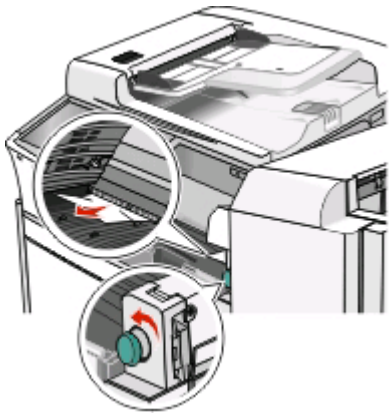
1 Open cover F.



2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.





Note: If the paper jam on the right is difficult to remove, then rotate the knob counterclockwise.

3 Close cover F.

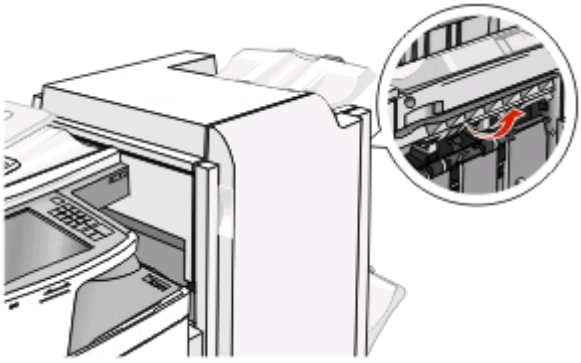
4 If necessary, touch **Continue** from the printer control panel.

4yy.xx paper jams

Paper jam in door H

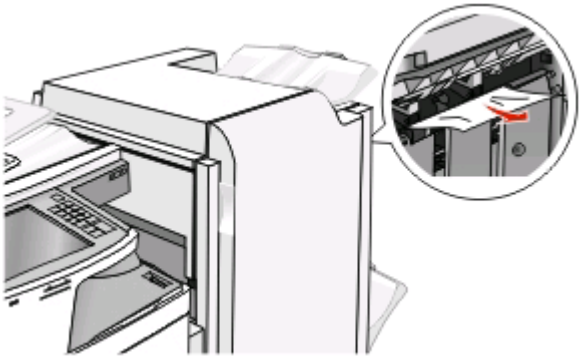
1 Open door H.

Note: Door H is located between the finisher exit bins.



2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

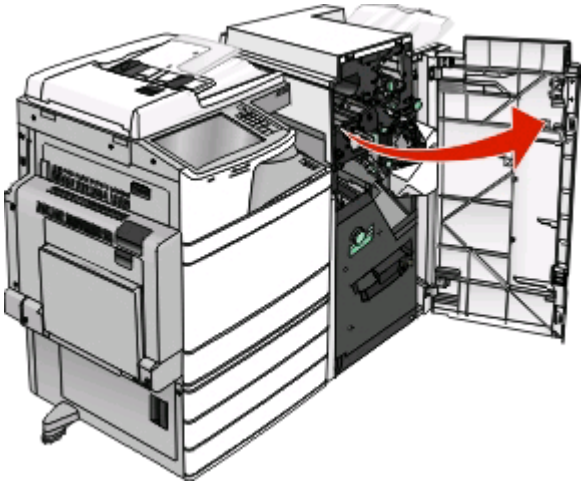


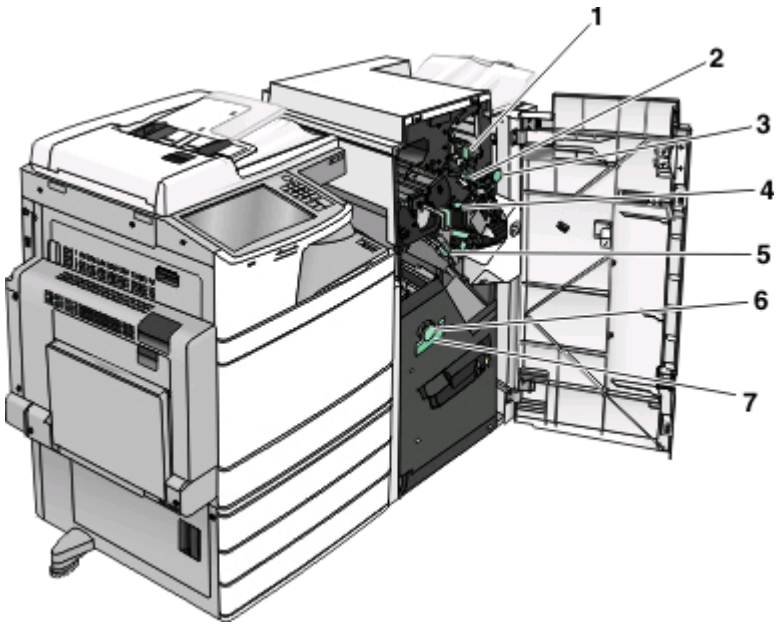
3 Close door H.

4 If necessary, touch **Continue** from the printer control panel.

Paper jam in door G

1 Open door G.





Area	Cover, knob, or handle name
1	Cover G1
2	Cover G2
3	Knob G3
4	Cover G4
5	Cover G7
6	Knob G8
7	Handle G9

2 Lift cover G1 lever .

3 Firmly grasp any jammed paper, and then gently pull it out.

Note: Make sure to remove all paper fragments after gently pulling out any jammed paper inside door G.

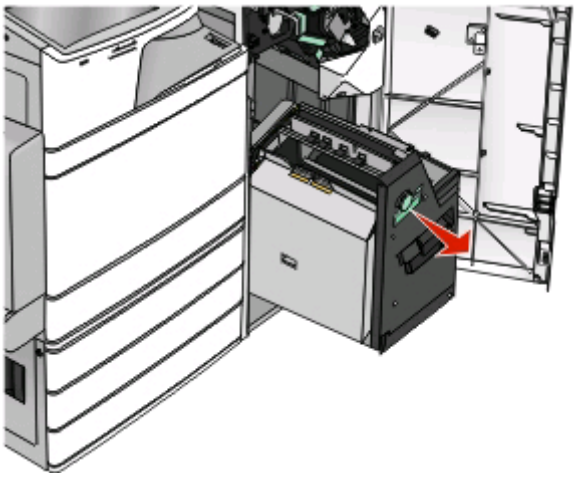
4 Move cover G2 to the right, and then remove any jammed paper.

Note: If the paper is jammed in the rollers, then rotate knob G3 counterclockwise.

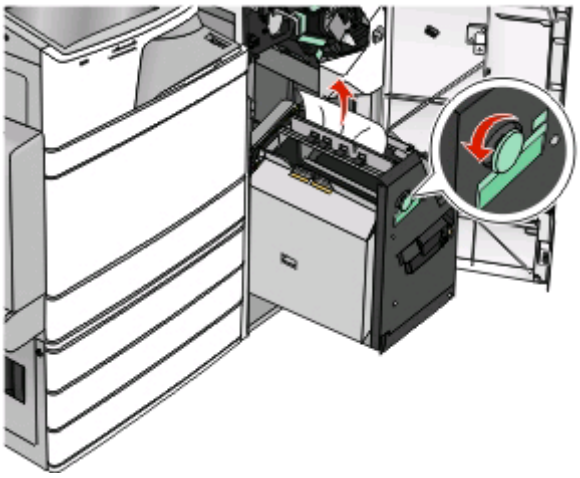
5 Move cover G4 down, and then remove any jammed paper.

6 Move cover G7 to the left, and then remove any jammed paper.

7 Pull handle G9 until the tray is completely open.



8 Lift the inside cover. If the paper is jammed in the rollers, then rotate knob G8 counterclockwise, and then remove the jammed paper.

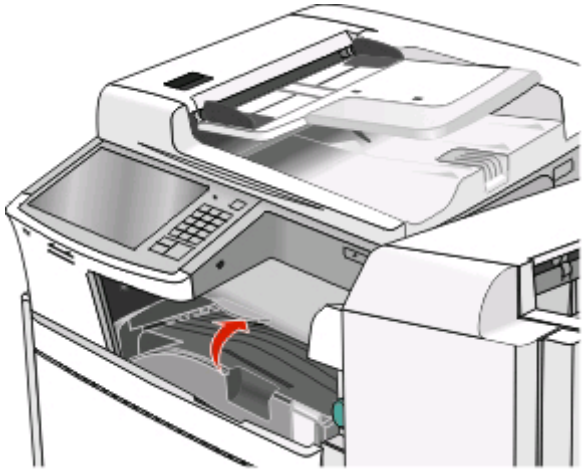


9 Close door G.

10 If necessary, touch **Continue** from the printer control panel.

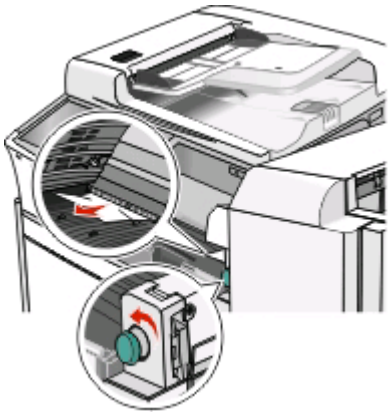
Paper jam in cover F (paper transport)

1 Open cover F.



2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.



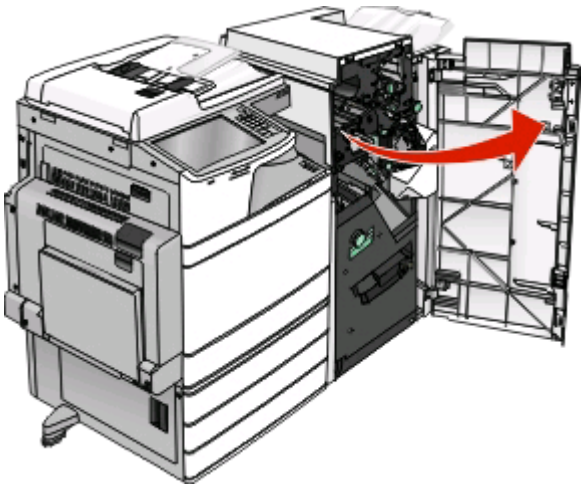
Note: If the paper jam on the right is difficult to remove, then rotate the knob counterclockwise.

3 Close cover F.

4 If necessary, touch **Continue** from the printer control panel.

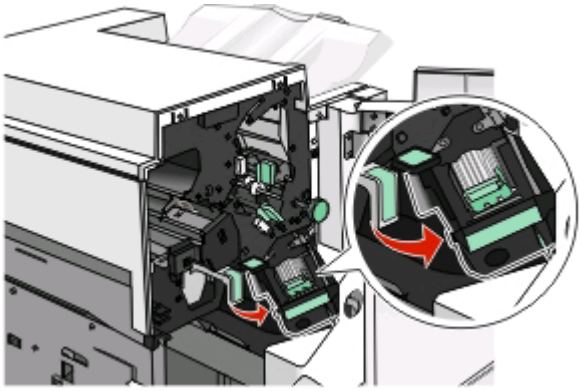
455 staple jam

1 Open door G.

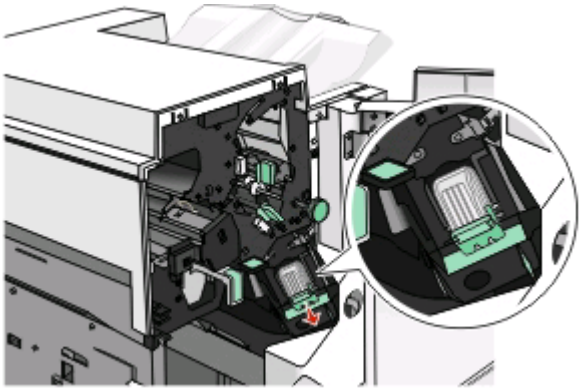


2 Press the latch to open the stapler door.

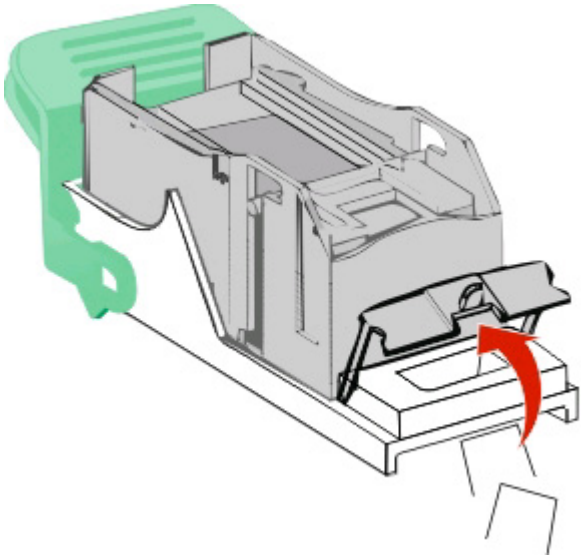
Note: The stapler door is located behind the finisher.



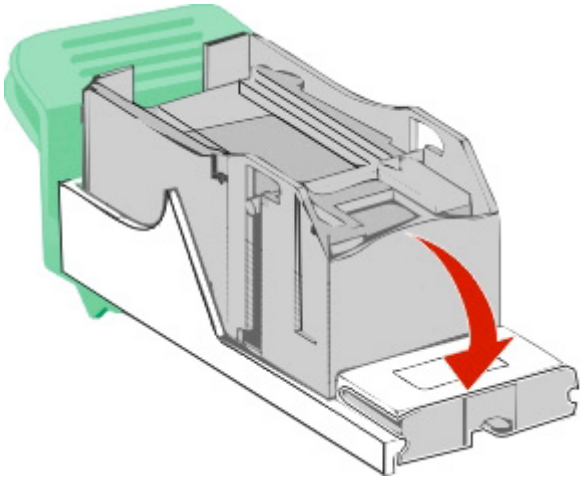
3 Lower the latch of the staple cartridge holder, and then pull the staple cartridge holder out of the printer.



4 Use the metal tab to lift the staple guard, and then remove any jammed or loose staples.

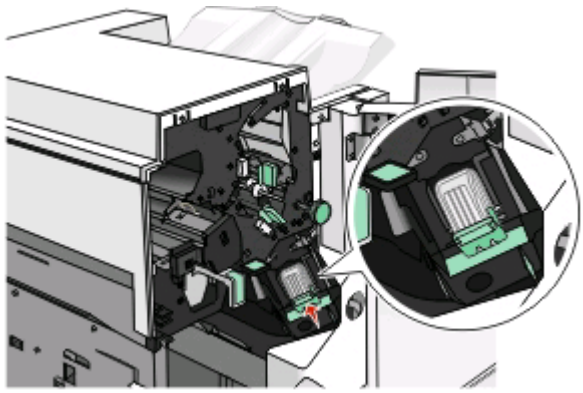


5 Close the staple guard.



6 Press down on the staple guard until it *clicks* into place.

7 Push the staple cartridge holder firmly back into the stapler unit until the staple cartridge holder *clicks* into place.



8 Close the stapler door.

9 Close door G.

10 If necessary, touch **Continue, jam cleared** from the printer control panel.

28y.xx paper jams

The scanner failed to feed one or more pages through the ADF.

1 Remove all original documents from the ADF.

Note: The message clears when the pages are removed from the ADF.

2 Open the ADF cover.

3 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

4 Close the ADF cover.

5 Reload original documents into the ADF, straighten the stack, and then adjust the paper guide.

Troubleshooting

Understanding printer messages

Adjusting color

Wait for the process to complete.

Change [paper source] to [custom type name]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [custom type name] load [orientation]

Try one or more of the following

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [custom string]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [custom string] load [orientation]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper size]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper size] load [orientation]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper size] [paper type]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper size] [paper type] load [orientation]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Check [src] orientation or guides

Try one or more of the following:

- Move the paper guides in the tray to the correct positions for the paper size loaded.
- Make sure the paper size setting matches the paper loaded in the tray:
  1. From the printer control panel Paper menu, check the Paper Size setting.
  2. Before sending the print job, specify the correct size setting:
     - For Windows users, specify the paper size from Print Properties.
     - For Macintosh users, specify the paper size from the Page Setup dialog.

Close cover [x]

Close the specified cover to clear the message.

Close door [x]

Close the specified door.

Disk corrupted

The printer attempted a hard disk recovery on a corrupted hard disk, and the hard disk cannot be repaired. The hard disk must be reformatted.

Touch **Format disk** to reformat the printer hard disk and clear the message.

Note: Formatting deletes all the files stored on the printer hard disk.

Empty the hole punch box

1. Empty the hole punch box.

   For instructions on emptying the hole punch box, from the printer control panel touch **More Information**.
2. Reinsert the hole punch box into the finisher, and then touch **Continue** to clear the message.

Error reading USB drive. Remove USB.

An unsupported USB device has been inserted. Remove the USB device, and then install a supported one.

Error reading USB hub. Remove hub.

An unsupported USB hub has been inserted. Remove the USB hub, and then install a supported one.

Fax memory full

There is not enough memory to send the fax job.

Touch **Continue** to clear the message.

Fax partition inoperative. Contact system administrator.

The fax partition appears to be corrupted. Try one or more of the following:

- Touch **Continue** to clear the message.
- Turn the printer off and then back on to reset the printer. If the message appears again, then contact your system support person.

Fax server 'To Format' not set up. Contact system administrator.

The printer is in Fax Server mode, but the Fax Server setup has not been completed.

Try one or more of the following:

- Touch **Continue** to clear the message.
- Complete the Fax Server setup. If the message appears again, contact your system support person.

Fax Station Name not set up

The Fax Station Name has not been entered. Sending and receiving faxes is disabled until fax is configured properly.

Try one or more of the following:

- Touch **Continue** to clear the message.
- Complete the Analog Fax Setup. If the message appears again, contact your system support person.

Fax Station Number not set up

The Fax Station Number has not been entered. Sending and receiving faxes is disabled until fax is configured properly.

Try one or more of the following:

- Touch **Continue** to clear the message.
- Complete the Analog Fax Setup. If the message appears again, contact your system support person.

Insert Tray [x]

Insert the specified tray into the printer.

Insert the hole punch box

Insert the hole punch box into the finisher, and then touch **Continue** to clear the message.

Install Tray [x]

Try one or more of the following:

- Install the specified tray:
  1. Turn the printer off.
  2. Unplug the power cord from the wall outlet.
  3. Install the specified tray.
  4. Connect the power cord to a properly grounded electrical outlet.
  5. Turn the printer back on.
- Cancel the print job.

Load [src] with [custom type name]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

  If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default paper source.
- Cancel the print job.

Load [src] with [custom string]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

  If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default paper source.
- Cancel the print job.

Load [src] with [size]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

  If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it feeds from the default paper source.
- Cancel the print job.

Load [src] with [type] [size]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

  If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it feeds from the default paper source.
- Cancel the print job.

Load Manual Feeder with [custom type name]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [custom string]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [paper size]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [paper type] [paper size]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load staples

Try one or more of the following:

- Replace the specified staple cartridge in the finisher.
- Touch **Continue** to clear the message and continue printing.

  Note: The print job will be stapled if the staple cartridge is replaced or inserted.
- Touch **Cancel job** to cancel the print job.

Manual feeder expects [paper size]. Check [paper source] guides

Try one or more of the following:

- Load the specified paper size in the manual feeder.
- Physically adjust [paper source] guides to a recognized paper size.
- Touch **Continue** to clear the message and continue printing.

  If the printer finds a tray that has the correct paper type and size, then it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, then it prints from the default source.

Memory full, cannot print faxes

There is not enough memory to print the fax job.

Touch **Continue** to clear the message without printing. Held faxes will attempt to print after the printer has been restarted.

Power off, wait 2 seconds, power on

Turn the printer off and wait for 2 seconds before turning the printer back on.

Remove paper from standard output bin

Remove the stack of paper from the standard exit bin.

Remove paper from bin [x]

Remove the paper from the specified bin. The printer automatically senses paper removal and resumes printing.

If removing the paper does not clear the message, then touch **Continue**.

Remove paper from [linked bin set name]

Remove the paper from the specified bin. The printer automatically senses paper removal and resumes printing.

If removing the paper does not clear the message, then touch **Continue**.

Remove paper from all bins

Remove the paper from all of the bins. The printer automatically senses paper removal and resumes printing.

If removing the paper does not clear the message, then touch **Continue**.

Restore Held Jobs?

Try one or more of the following:

- Touch **Continue** to restore all held jobs stored on the printer hard disk.
- Touch **Do not restore** if you do not want any print jobs to be restored.

Scanner ADF Cover Open

The ADF cover is open. The message clears when the cover is closed.

Scan Document Too Long

The scan job exceeds the maximum number of pages. Touch **Cancel Job** to clear the message.

SMTP server not set up. Contact system administrator.

An error occurred on the SMTP server, or the SMTP server is not configured properly. Touch **Continue** to clear the message. If the message appears again, contact your system support person.

Some held jobs were not restored

Touch **Continue** to delete the specified job.

Note: Held jobs that are not restored stay on the hard disk and are inaccessible.

Unsupported disk

An unsupported printer hard disk has been installed. Remove the unsupported device, and then install a supported one.

31.xx Missing or defective [color] cartridge

Try one or more of the following:

1. Remove and reinstall the specified print cartridge.

   For instructions on removing a print cartridge, touch **More Information**.

2. Touch **Continue** to clear the message.

   Note: If the message is not cleared, then replace the defective print cartridge.

32.xx [color] cartridge part number unsupported by device

Remove the unsupported toner cartridge, and then install a supported one.

34 Incorrect paper size, check [paper source]

Try one or more of the following:

- Load the appropriate paper or specialty media in the proper tray.
- Confirm that the wheel on Tray 1 is set to the paper size loaded in the tray. Make sure the paper size matches the document you are trying to print.
- Touch **Continue** to clear the message and print using a different tray.
- Check the tray length and width guides and make sure the paper is loaded properly in the tray.
- Make sure the correct paper size and type are specified on the Print Properties or Print dialog settings.
- Check that the paper size is correctly set. For example, if the MP Feeder Size is set to Universal, make sure the paper is large enough for the data being printed.
- Cancel the print job.

34 Incorrect paper type, check [paper source]

Try one or more of the following:

- Load the appropriate paper or specialty media in the proper tray.
- Confirm that the wheel on Tray 1 is set to the paper type loaded in the tray. Make sure the paper type matches the document you are trying to print.
- Touch **Continue** to clear the message and print using a different tray.
- Check the tray length and width guides and make sure the paper is loaded properly in the tray.
- Make sure the correct paper size and type are specified on the Print Properties or Print dialog settings.
- Check that the paper type is correctly set. For example, if the MP Feeder Type is set to Universal, then make sure the paper is large enough for the data being printed.
- Cancel the print job.

35 Insufficient memory to support Resource Save feature

Try one or more of the following:

- Touch **Continue** to disable Resource Save and continue printing.
- To enable Resource Save after receiving this message, make sure the link buffers are set to Auto, and then exit the menus to activate the link buffer changes. When **Ready** appears, enable Resource Save.
- Install additional memory.

36 Printer service required

Touch **Continue** to clear the message or contact customer support.

37 Insufficient memory to collate job

Try one or more of the following:

- Touch **Continue** to print the portion of the job already stored and begin collating the rest of the print job.
- Cancel the current print job.

37 Insufficient memory for Flash Memory Defragment operation

Try one or more of the following:

- Touch **Continue** to stop the defragment operation and continue printing.
- Delete fonts, macros, and other data in printer memory.
- Install additional printer memory.

37 Insufficient memory, some Held Jobs were deleted

The printer deleted some held jobs in order to process current jobs.

Touch **Continue** to clear the message.

38 Memory full

Try one or more of the following:

- Touch **Cancel job** to clear the message.
- Install additional printer memory.

39 Complex page, some data may not have printed

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Cancel the current print job.
- Install additional printer memory.

40 [color] invalid refill, change cartridge

Replace the specified cartridge to continue printing.

51 Defective flash detected

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Cancel the current print job.

52 Not enough free space in flash memory for resources

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.

  Downloaded fonts and macros not previously stored in flash memory are deleted.
- Delete fonts, macros, and other data stored in flash memory.
- Upgrade to a larger capacity flash memory card.

53 Unformatted flash detected

Try one or more of the following:

- Touch **Continue** to stop the defragment operation and continue printing.
- Format the flash memory. If the error message remains, the flash memory may be defective and require replacing.

54 Network [x] software error

Try one or more of the following:

- Touch **Continue** to continue printing.
- Turn the printer off, wait for about 10 seconds, and then turn the printer back on.
- Upgrade (flash) the network firmware in the printer.

54 Serial option [x] error

Try one or more of the following:

- Check that the serial cable is properly connected and is the correct one for the serial port.
- Check that the serial interface parameters (protocol, baud, parity, and data bits) are set correctly on the printer and host computer.
- Touch **Continue** to continue printing.
- Turn the printer power off and then back on to reset the printer.

54 Standard network software error

Try one or more of the following:

- Touch **Continue** to continue printing.
- Turn the printer off and then back on to reset the printer.
- Upgrade (flash) the network firmware in the printer or print server.

55 Unsupported option in slot [x]

1. Turn the printer off.
2. Unplug the power cord from the wall outlet.
3. Remove the unsupported option card from the printer system board, and then replace it with a supported card.
4. Connect the power cord to a properly grounded electrical outlet.
5. Turn the printer back on.

56 Parallel port [x] disabled

Try one or more of the following:

- Touch **Continue** to clear the message.

  The printer discards any data received through the parallel port.
- Make sure the Parallel Buffer menu item is not set to Disabled.

56 Serial port [x] disabled

Try one or more of the following:

- Touch **Continue** to clear the message.

  The printer discards any data received through the serial port.
- Make sure the Serial Buffer menu is not set to Disabled.

56 Standard USB port disabled

Try one or more of the following:

- Touch **Continue** to clear the message.

  The printer discards any data received through the USB port.
- Make sure the USB Buffer menu item is not set to Disabled.

56 Standard parallel port disabled

Try one or more of the following:

- Touch **Continue** to clear the message.

  The printer discards any data received through the parallel port.
- Make sure the Parallel Buffer menu item is not set to Disabled.

56 USB port [x] disabled

Try one or more of the following:

- Touch **Continue** to clear the message.

  The printer discards any data received through the USB port.
- Make sure the USB Buffer menu is not set to Disabled.

58 Too many disks installed

1. Turn the printer off.
2. Unplug the power cord from the wall outlet.
3. Remove the excess disks.
4. Connect the power cord to a properly grounded electrical outlet.
5. Turn the printer back on.

58 Too many flash options installed

1. Turn the printer off.
2. Unplug the power cord from the wall outlet.
3. Remove the excess flash memory.
4. Connect the power cord to a properly grounded outlet.
5. Turn the printer back on.

58 Too many trays attached

1. Turn the printer off.
2. Unplug the power cord from the wall outlet.

3 Remove the additional trays.

4 Connect the power cord to a properly grounded outlet.

5 Turn the printer back on.

59 Incompatible tray [x]

Try one or more of the following:

- Remove the specified tray.
- Touch **Continue** to clear the message and continue printing without using the specified tray.

61 Remove defective disk

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Install a different printer hard disk before performing any operations that require a printer hard disk.

62 Disk full

Try one or more of the following:

- Touch **Continue** to clear the message and continue processing.
- Delete fonts, macros, and other data stored on the printer hard disk.
- Install a printer hard disk with larger capacity.

63 Unformatted disk

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Format the printer hard disk.

If the error message remains, the hard disk may be defective and require replacing.

80.xx Fuser life warning

- Order a replacement fuser immediately. When print quality is reduced, install the new fuser, following the instruction sheet that came with the replacement part.
- Touch **Continue** to clear the message and continue printing.

80 Replace fuser

1 Replace the fuser using the instruction sheet that came with the replacement part.

2 Touch **Continue** to clear the message and continue printing.

80 Scanner maintenance required, use ADF kit

Contact customer support, and report the message. The printer is scheduled for maintenance.

80 Scheduled maintenance [x]

Contact customer support, and report the message. The printer is scheduled for maintenance.

80 Replace paper pick rollers in [paper source], use parts and instructions in tray 1 compartment

Try one or more of the following:

- Touch **Continue and replace later** to ignore the message and continue printing.

  Note: Worn or defective paper pick rollers may cause paper jams.
- Replace the worn or defective paper pick rollers, and then touch **Rollers replaced** to clear the message and continue printing.

82.xx Replace waste toner bottle

1. Replace the waste toner bottle.

   For instructions on replacing the waste toner bottle, from the printer control panel touch **More Information**.
2. Touch **Continue** to clear the message and continue printing.

82.xx Waste toner bottle missing

Reinsert the waste toner bottle into the printer.

82.xx Waste toner bottle nearly full

Order a replacement waste toner bottle immediately.

1. Replace the waste toner bottle.

   For instructions on installing the waste toner bottle, from the printer control panel touch **More Information**.
2. Touch **Continue** to clear the message and continue printing.

84 unsupported [color] photoconductor

Remove the specified photoconductor, and then install a supported one.

84.xx [color] photoconductor missing

Install the specified color photoconductor, following the instruction sheet that came with the replacement part.

84.xx [color] photoconductor nearly low

1. Order a replacement photoconductor.
2. When print quality is reduced, install the new photoconductor, following the instruction sheet that came with the replacement part.
3. Touch **Continue** to clear the message and continue printing.

84.xx [color] photoconductor low

1. Order a replacement photoconductor immediately.
2. When print quality is reduced, install the new photoconductor, following the instruction sheet that came with the replacement part.
3. Touch **Continue** to clear the message and continue printing.

83.xx Transfer module missing

Insert the transfer module into the printer.

84.xx Replace [color] photoconductor

1. Replace the photoconductor, following the instruction sheet that came with the replacement part.
2. From the printer control panel, touch **Continue** to clear the message and continue printing.

88 Replace [color] cartridge

The specified print or toner cartridge is empty.

1. Replace the specified cartridge.

   For instructions on replacing cartridge, from the printer control panel, touch **More Information**.
2. Touch **Continue** to clear the message and continue printing.

88.xx [color] cartridge low

1. Order a replacement toner cartridge immediately.
2. Remove the specified cartridge.
3. Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
4. Reinsert the cartridge, and then touch **Continue** to clear the message and continue printing.

Note: Repeat this procedure multiple times until the print remains faded, and then replace the cartridge.

88.xx [Color] cartridge very low

The specified print cartridge is very low.

1. For instructions on replacing a print cartridge, from the printer control panel touch **More Information**.
2. Touch **Continue** to clear the message and continue printing.

2yy.xx Close flatbed cover and load originals if restarting job

Try one or more of the following:

- Touch **Cancel job** to cancel the job and clear the message.
- Touch **Scan from automatic feeder** to resume the scan job from the ADF immediately following the last successfully scanned page.
- Touch **Scan from flatbed** to resume the scan job from the scanner glass immediately following the last successfully scanned page.
- Touch **Finish job without further scanning** to end the scan job at the last successfully scanned page.

  Note: This does not cancel the scan job. All successfully scanned pages will be processed further for copying, faxing, and e-mailing.

280.06 Paper missing

Try one or more of the following:

- Touch **Continue** to clear the message.
- Touch **Cancel job** to cancel the job and clear the message.
- Touch **Scan from automatic feeder** to resume the scan job from the ADF immediately following the last successfully scanned page.
- Touch **Scan from flatbed** to resume the scan job from the scanner glass immediately following the last successfully scanned page.
- Touch **Finish job without further scanning** to end the scan job at the last successfully scanned page.

  Note: This does not cancel the scan job. All successfully scanned pages will be processed further for copying, faxing, or e-mailing.
- Touch **Restart job** to clear the message and start a new scan job with the same settings as the previous job.

840.01 Scanner disabled by admin

Print without the scanner or contact your system support person.

840.02 Scanner disabled. Contact system administrator if problem persists.

Try one or more of the following:

- Touch **Continue with scanner disabled** to return to the home screen, and then contact your system support person.
- Touch **Reboot and automatically enable scanner** to cancel the job.

  Note: This attempts to bring the scanner back online.

1565 Emulation error, load emulation option

The printer automatically clears the message in 30 seconds, and then disables the download emulator on the firmware card.

Solving basic printer problems

If there are basic printer problems, or the printer is unresponsive, make sure:

- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electronic equipment plugged into the outlet is working.
- The printer is turned on. Check the printer power switch.
- The printer cable is securely attached to the printer and the host computer, print server, option, or other network device.
- All options are properly installed.
- The printer driver settings are correct.

Once you have checked each of these possibilities, turn the printer off, wait for about 10 seconds, and then turn the printer back on. This often fixes the problem.

Solving printing problems

Multiple-language PDF files do not print

The PDF files may contain unavailable fonts.

1. Open the document you want to print in Adobe Acrobat.
2. Click the printer icon > **Advanced** > **Print as image** > **OK** > **OK**.

Printer control panel display is blank or displays only diamonds

The printer self test failed. Turn the printer off, wait about 10 seconds, and then turn the printer on.

If **Ready** does not appear, then turn the printer off and contact Customer Support.

Error message about reading USB drive appears

Make sure the flash drive is supported.

Print jobs do not print

Try one or more of the following:

Make sure there is no problem with your printer

From the printer control panel, check the status. If necessary, follow the recovery instructions.

Make sure the printer is ready to print

Make sure **Ready** appears on the display before sending a print job.

Check if a supply is missing or needs replacement

Remove and then reinstall or replace the supply.

Check if the standard exit bin is full

Remove the paper stack from the standard exit bin.

Check if the paper tray is empty

Load paper in the tray.

Make sure the correct printer software is installed

- Verify that you are using the correct printer software.
- If the printer is connected to your computer through a USB port, then make sure you are running a supported operating system and using a compatible printer software.

Make sure the internal print server is working properly

- Make sure the internal print server is properly installed and that the printer is connected to the network.
- Print a network setup page and check that the status shows **Connected**. If the status is **Not Connected**, then check the network cables, and then try printing the network setup page again. Contact your system support person to make sure the network is functioning correctly.

The printer software is available on the Lexmark Web site at **http://support.lexmark.com**.

Make sure you are using a recommended USB, serial, or Ethernet cable

For more information, visit the Lexmark Web site at **http://support.lexmark.com**.

Make sure printer cables are securely connected

Check the cable connections to the printer and print server to make sure they are secure.

For more information, see the setup documentation that came with the printer.

Confidential and other held jobs do not print

These are possible solutions. Try one or more of the following:

Partial job, no job, or blank page prints

The print job may contain a formatting error or invalid data.

- Delete the print job, and then print it again.
- For PDF documents, recreate the PDF and then print it again.

If you are printing from the Internet, then the printer may be reading multiple job titles as duplicates and deleting all jobs except the first one.

- For Windows users, open Print Properties. From the Print and Hold dialog, select the "Keep duplicate documents" check box under the User name text box before entering a PIN number.
- For Macintosh users, save each print job, naming each job differently, and then send the individual jobs to the printer.

Make sure the printer has sufficient memory

Free up additional printer memory by scrolling through the list of held jobs and deleting some of them.

Print job takes longer than expected

Try one or more of the following:

Reduce the complexity of the print job

Eliminate the number and size of fonts, the number and complexity of images, and the number of pages in the print job.

Turn off the Page Protect setting

From the home screen, navigate to:

> **Settings** > **General Settings** > **Print Recovery** > **Page Protect** > **Off** >

Change the environmental settings

When using Eco-Mode or Quiet Mode settings, you may notice a reduction in performance.

Job prints from the wrong tray or on the wrong paper

Check the paper type and paper size settings

Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the paper type and paper size settings.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the paper type from Print Properties.
   - For Macintosh users, specify the paper type from the Print dialog.

Incorrect characters print

- Make sure the printer is not in Hex Trace mode. If **Ready Hex** appears on the display, you must exit Hex Trace mode before you can print your job. Turn the printer off and back on to exit Hex Trace mode.
- Make sure the SmartSwitch settings are set to On in the Network and USB menus.

Tray linking does not work

These are possible solutions. Try one or more of the following:

Load the same size and type of paper

- Load the same size and type of paper in each tray to be linked.
- Move the paper guides to the correct positions for the paper size loaded in each tray.

Use the same Paper Size and Paper Type settings

- Print a menu settings page and compare the settings for each tray.
- If necessary, adjust the settings from the Paper Size/Type menu.

Note: The standard 550-sheet tray and the multipurpose feeder do not automatically sense the paper size. You must set the size from the Paper Size/Type menu.

Large jobs do not collate

These are possible solutions. Try one or more of the following:

Make sure Collate is set to On

From the Finishing menu or Print Properties, set Collate to On.

Note: Setting Collate to Off in the software overrides the setting in the Finishing menu.

Reduce the complexity of the print job

Reduce the complexity of the print job by eliminating the number and size of fonts, the number and complexity of images, and the number of pages in the job.

Make sure the printer has enough memory

Add printer memory or an optional hard disk.

Unexpected page breaks occur

Increase the Print Timeout value

1. From the home screen, navigate to:

   > **Settings** > **General Settings** > **Timeouts**

2. Touch the left or right arrow next to **`Print Timeout`** until the desired value appears.
3. Touch **Submit**.

Solving copy problems

Copier does not respond

These are possible solutions. Try one or more of the following:

Check the display for error messages

Clear any error messages.

Check the power

Make sure the printer is plugged in, the power is on, and **`Ready`** appears.

Scanner unit does not close

Make sure there are no obstructions:

1. Lift the scanner unit.
2. Remove any obstruction keeping the scanner unit open.
3. Lower the scanner unit.

Poor copy quality

These are some examples of poor copy quality:

- Blank pages
- Checkerboard pattern
- Distorted graphics or pictures
- Missing characters
- Faded print
- Dark print

- Skewed lines
- Smudges
- Streaks
- Unexpected characters
- White lines in print

Try one or more of the following:

Clear any error messages

Check the display and clear any error messages.

Replace the toner or print cartridge

When the print remains faded, replace the toner or print cartridge.

Clean the scanner glass

The scanner glass may be dirty. Clean the scanner glass with a clean, lint-free cloth dampened with water.

For more information, see “Cleaning the scanner glass” on page 239.

Adjust the toner darkness of the copy

Adjust the toner darkness from the Copy menus.

Make sure the quality of the original document is satisfactory

Check the quality of the original document.

Place the original document properly

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Make sure to use the appropriate Copy settings

When patterns (moiré) appear in the output:

- On the Copy screen make sure the Content Type and Source settings are appropriate for the document being scanned.
- From the Copy screen, navigate to:

  Advanced Options > **Advanced Imaging** > **Sharpness** > lower the Sharpness setting
- On the Copy screen, make sure no scaling is being selected.

When the text is light or disappearing:

- From the Copy screen, navigate to:

  Content > **Text** > ✔ > select the appropriate source for the original document being copied > ✔
- From the Copy screen, navigate to:

  Advanced Options > **Advanced Imaging** > **Sharpness** > increase the current setting

- From the Copy screen, navigate to:

  Advanced Options > **Advanced Imaging** > **Background removal**, and then reduce the current setting
- From the Copy screen, navigate to:

  Advanced Options > **Advanced Imaging** > **Contrast** > increase the current setting
- From the Copy screen, navigate to:

  Advanced Options > **Advanced Imaging** > **Shadow detail** > reduce the current setting

When the output appears washed out or overexposed:

- On the Copy screen make sure the Content Type and Source settings are appropriate for the document being scanned.
- From the Copy screen, adjust the Darkness setting.
- From the Copy screen, navigate to:

  Advanced Options > **Advanced Imaging** > **Shadow detail** > reduce the current setting
- From the Copy screen, navigate to:

  Advanced Options > **Advanced Imaging** > **Background removal** > reduce the current setting

Partial document or photo copies

These are possible solutions. Try one or more of the following:

Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Check the paper size setting

Make sure the paper size setting matches the paper loaded in the tray:

1. From the printer control panel, check the Paper Size setting from the Paper menu.
2. Before sending the job to print, specify the correct size setting:
   - For Windows users, specify the size from Print Properties.
   - For Macintosh users, specify the size from the Page Setup dialog.

Solving scanner problems

Checking an unresponsive scanner

If your scanner is not responding, then make sure:

- The printer is turned on.
- The printer cable is securely attached to the printer and the host computer, print server, option, or other network device.
- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.

- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electrical equipment plugged into the outlet is working.

Once you have checked each of these possibilities, turn the printer off and then back on. This often fixes the problem with the scanner.

Scan was not successful

These are possible solutions. Try one or more of the following:

Check the cable connections

Make sure the network or USB cable is securely connected to the computer and the printer.

An error may have occurred in the program

Turn off and then restart the computer.

Scanning takes too long or freezes the computer

These are possible solutions. Try one or more of the following:

Other software programs may be interfering with scanning

Close all programs not being used.

The scan resolution may be set too high

Select a lower scan resolution.

Poor scanned image quality

These are possible solutions. Try one or more of the following:

Check the display for error messages

Clear any error messages.

The scanner glass may be dirty

Clean the scanner glass with a clean, lint-free cloth dampened with water. For more information, see “Cleaning the scanner glass” on page 239.

Adjust the scan resolution

Increase the resolution of the scan for a higher quality output.

Check the quality of the original document

Make sure the quality of the original document is satisfactory.

Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Partial document or photo scans

These are possible solutions. Try one or more of the following:

Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Check the paper size setting

Make sure the paper size setting matches the paper loaded in the tray:

1. From the printer control panel, check the Paper Size setting from the Paper menu.
2. Before sending the job to print, specify the correct size setting:
   - For Windows users, specify the size from Print Properties.
   - For Macintosh users, specify the size from the Page Setup dialog.

Cannot scan from a computer

These are possible solutions. Try one or more of the following:

Check the display for error messages

Clear any error messages.

Check the power

Make sure the printer is plugged in, the power is on, and **Ready** appears.

Check the cable connections

Make sure the network or USB cable is securely connected to the computer and the printer.

Solving fax problems

Fax and e-mail functions are not set up

The indicator light blinks red until you set up fax and e-mail. To set up fax and e-mail, follow these steps:

Note: Before completing these instructions for a printer on a network, make sure the fax cables are connected.

1. From the home screen, navigate to:

   > **General Settings** > **Run initial setup** > **Yes** > **Submit**

2. Turn the printer off, and then turn it back on.

3 From the printer control panel, touch your language.

4 Touch your country or region, and then touch **Continue**.

5 Select your time zone, and then touch **Continue**.

6 Touch **Fax** and **E-mail** to clear the icons, and then touch **Continue**.

Note: You can use these same steps to disable fax and e-mail.

Caller ID is not shown

Contact your telecommunications company to verify that your telephone line is subscribed to the caller ID service.

If your region supports multiple caller ID patterns, you may have to change the default setting. There are two settings available: FSK (pattern 1) and DTMF (pattern 2). The availability of these settings by way of the Fax menu depends on whether your country or region supports multiple caller ID patterns. Contact your telecommunications company to determine which pattern or switch setting to use.

Cannot send or receive a fax

These are possible solutions. Try one or more of the following:

Check the display for error messages

Clear any error messages.

Check the power

Make sure the printer is plugged in, the power is on, and **Ready** appears.

Check the printer connections

Make sure the cable connections for the following hardware are secure, if applicable:

- Telephone
- Handset
- Answering machine

Check the telephone wall jack

1 Plug a telephone into the wall jack.

2 Listen for a dial tone.

3 If you do not hear a dial tone, then plug a different telephone into the wall jack.

4 If you still do not hear a dial tone, then plug a telephone into a different wall jack.

5 If you hear a dial tone, then connect the printer to that wall jack.

Review this digital phone service checklist

The fax modem is an analog device. Certain devices can be connected to the printer so that digital telephone services can be used.

- If you are using an ISDN telephone service, then connect the printer to an analog telephone port (an R-interface port) on an ISDN terminal adapter. For more information and to request an R-interface port, contact your ISDN provider.
- If you are using DSL, then connect to a DSL filter or router that will support analog use. For more information, contact your DSL provider.
- If you are using a PBX telephone service, then make sure you are connecting to an analog connection on the PBX. If none exists, consider installing an analog telephone line for the fax machine.

Check for a dial tone

- Place a test call to the telephone number to which you want to send a fax to make sure that it is working correctly.
- If the telephone line is being used by another device, then wait until the other device is finished before sending a fax.
- If you are using the On Hook Dial feature, then turn up the volume to verify a dial tone.

Temporarily disconnect other equipment

To ensure the printer is working correctly, connect it directly to the telephone line. Disconnect any answering machines, computers with modems, or telephone line splitters.

Check for jams

Clear any jams, and then make sure that **Ready** appears.

Temporarily disable Call Waiting

Call Waiting can disrupt fax transmissions. Disable this feature before sending or receiving a fax. Call your telephone company to obtain the keypad sequence for temporarily disabling Call Waiting.

Voice Mail service may be interfering with the fax transmission

Voice Mail offered through your local telephone company may disrupt fax transmissions. To enable both Voice Mail and the printer to answer calls, you may want to consider adding a second telephone line for the printer.

The printer memory may be full

1. Dial the fax number.
2. Scan the original document one page at a time.

Can send but not receive faxes

Try one or more of the following:

Load paper

If the tray is empty, then load paper in the tray or feeder.

Check the ring count delay settings

The ring count delay sets the number of times the phone rings before the printer answers. If you have extension phones on the same line as the printer, or subscribe to the telephone company's Distinctive Ring service, then keep the Ring Delay setting at 4.

1. Type the printer IP address in the address field of your Web browser.

   If you do not know the IP address of the printer, then you can:

   - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Click **Settings** > **Fax Settings** > **Analog Fax Setup**.
3. In the Rings to Answer field, enter the number of times you want the phone to ring before the printer answers.
4. Click **Submit**.

Replace the toner or print cartridge

Replace the toner or print cartridge.

Can receive but not send faxes

These are possible solutions. Try one or more of the following:

The printer is not in Fax mode

On the home screen, touch **Fax** to put the printer in Fax mode.

The document is not loaded properly

Load the original document faceup, short edge first into the ADF or facedown on the scanner glass in the upper left corner.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

Make sure the shortcut number is set up properly

- Check to make sure the shortcut number has been programmed for the number that you want to dial.
- As an alternative, dial the telephone number manually.

Received fax has poor print quality

Try one or more of the following:

Resend the document

Ask the person who sent you the fax to:

- Check that the quality of the original document is satisfactory.
- Resend the fax. There may have been a problem with the quality of the telephone line connection.
- Increase the fax scan resolution, if possible.

Replace the cartridge

When `88 Cartridge low` appears or when the prints appear faded, replace the cartridge.

Make sure the fax transmission speed is not set too high

Decrease the incoming fax transmission speed:

1. Type the printer IP address in the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Settings** > **Fax Settings** > **Analog Fax Setup**.
3. In the Max Speed box, click one of the following:

   2400

   4800

   9600

   14400

   33600

4. Click **Submit**.

Solving home screen applications problems

An application error has occurred

Check the system log for relevant details

1. Type the printer IP address or host name in the address field of your Web browser.

   If you do not know the IP address or host name of the printer, then you can:

   - View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or menu settings page, and then locate the information in the TCP/IP section.

2. Click **Settings** or **Configuration**.
3. Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.

4 Click **System** tab > **Log**

5 From the Filter menu, select an application status.

6 From the Application menu, select an application, and then click **Submit**.

Make sure the file name you want to scan to is not already in use

Verify that the file to which you want to scan is not open by another application or user.

To help prevent errors, make sure either **Append time stamp** or **Overwrite existing file** is selected in the destination configuration settings.

Adjust the scan settings

In the destination configuration settings, lower the scan settings. For example, to lower the scan resolution, disable Color, or change the "Content type" setting to Text.

Contact customer support

If you still cannot isolate the problem, then contact customer support.

Forms and Favorites troubleshooting

Forms are not available or are not working

Make sure the bookmark pointing to the form is in the Bookmarks root folder

If the bookmark pointing to the form was created in a subfolder of the Bookmarks folder, then it will not be available under the Forms solution. Delete the bookmark and recreate it under the Bookmarks root folder.

Make sure the bookmark is pointing to the correct location

The printer does not validate bookmarks. If the URL or network location that was specified when the bookmark was created is incorrect, then the printer will not be able to access the document.

Make sure the bookmark is created with Forms and Favorites

If the bookmark is created using another application, then it cannot be accessed in Forms and Favorites.

A network destination stopped working or is invalid

Make sure the printer authentication is configured

If the application is configured to use MFP authentication credentials, then the printer authentication settings must be configured from the Embedded Web Server.

For more information on configuring the printer authentication settings, see the *Embedded Web Server Administrator's Guide* available on **www.lexmark.com**.

Make sure destination is shared and has a valid network address

Check that the folder or source file is set to be shared across the network.

If the destination has been moved, then the network address may have changed. The destination network address can be accessed from the Embedded Web Server.

Make sure the printer is connected to the network

Make sure that all appropriate network cables are securely connected and that the network settings of the printer are correctly configured. For information on networking the printer, see the *Networking Guide* on the *Software and Documentation* CD that came with the printer.

If the source file and printer reside in different domains, then make sure the domain information is specified

If the source file exists within a different domain than the printer, then you can edit the destination from the application configuration page and enter the appropriate domain information in the Network Address and Network Domain fields. If you do not know the network address of the computer where your source file resides, then consult your system support person.

You can also add the domain name to the Domain Search Order list under the printer network setup.

Check the system log for relevant details

1. Type the printer IP address or host name in the address field of your Web browser.

   If you do not know the IP address or host name of the printer, then you can:

   - View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or menu settings page and locate the information in the TCP/IP section.
2. Click **Settings** or **Configuration**.
3. Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.
4. Click **System** tab > **Log**.
5. From the Filter menu, select an application status.
6. From the Application menu, select an application, and then click **Submit**.

Scan to Network troubleshooting

The application icon is missing from the home screen

Make sure to enable at least one valid destination

Display the application icon when no destinations are available

1. From the Embedded Web Server, click **Settings** or **Configuration**.
2. Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.
3. Click the name of the application > **Configure**.
4. From the Home Screen Button section, select **Always show button** under Display Option, and then click **Apply**.

Printer cannot scan to the selected destination

Make sure the destination is valid

Verify that the destination is valid in the application configuration settings.

If the destination has been moved, then the network address may have changed. The destination network address can be accessed from the Embedded Web Server.

If the printer and destination reside in different domains, then make sure the domain information is specified

If the destination exists within a different Windows domain than the printer, then you can edit the destination from the application configuration page and enter the appropriate Windows domain information in the domain field as part of the Network Folder Address. You can also add the domain name to the Domain Search Order list under the printer network setup.

Make sure the firewall software is allowing communication

If the destination resides on a computer that uses a newer version of the Windows operating system (Windows XP or later), and the Windows Firewall is enabled, then the printer may have difficulty sending information to the destination if the destination and the printer reside on different subnets. The Windows Firewall must either be configured to allow communication with the subnet the printer resides on, or the destination should be set up on the same subnet as the printer. For more information, contact your system support person.

Make sure a file with the default file name does not already exist in the destination

If the three configuration settings for the File Name section of the application configuration page are not selected (allow user to enter file name; append time stamp; overwrite existing file), and a file using the default file name already exists within the destination, then there will be no method in place to distinguish the newly scanned file from the file present in the destination. The printer will not be able to overwrite the old file, the new file will not receive a time stamp to differentiate it from the old file, and the user will not be able to give the new file a different name. In this case, the old file must either be removed from the destination, or one of the previously mentioned settings must be turned on.

Make sure the network is functioning and the printer can communicate

Verify all network connections and that the network settings of the printer are configured appropriately. For information on networking the printer, see the *Networking Guide* on the *Software and Documentation CD* that came with the printer.

For networks using LDAP authentication, make sure LDAP settings have been configured correctly

Verify that LDAP settings are configured appropriately in your printer setup, and in the setup dialog. For more information on LDAP settings, contact your system support person.

Make sure you have permission to save scans to this destination

On the application Edit Destination screen, clear the contents of the Path Suffix field; or on the destination server, change the user home folder to match the contents of the Path Suffix field.

My MFP troubleshooting

Error reading USB drive

Some flash drives may not be compatible with the printer. At a minimum, the flash drive should:

- Be USB 2.0-compatible
- Support the Full Speed standard (low-speed devices will not work)
- Have a USB type “A” connector
- Support the FAT file system (NTFS file system not supported)

For a list of tested and approved flash drives, visit the Lexmark Web site at **www.lexmark.com**.

Nothing happens when USB drive is inserted

If nothing happens within a few seconds after you insert your USB drive into the MFP, then use of USB drives may be disabled on the device. Contact your system support person for more information.

I forgot the password to My MFP

If you forget the password for your My MFP profile, then you must delete the profile from your USB drive, insert the drive into an MFP, and then run the setup wizard again. To manually delete the My MFP profile from your USB drive:

1. Insert your USB drive into a computer.
2. Locate the .mymfp.preferences file, as well as any other files beginning with .mymfp (they will be grouped together).
3. Delete all files beginning with .mymfp.

Solving option problems

Option does not operate correctly or quits after it is installed

Try one or more of the following:

Reset the printer

Turn the printer off, wait for about 10 seconds, and then turn the printer on.

Check to see if the option is connected to the printer

1. Turn the printer off using the power switch.
2. Unplug the power cord from the wall outlet, and then from the printer.
3. Check the connection between the option and the printer.

Make sure the option is installed correctly

Print a menu settings page and check to see if the option is listed in the Installed Options list. If the option is not listed, then reinstall it. For more information, see the hardware setup documentation that came with the option, or go to **www.lexmark.com** to view the option instruction sheet.

Make sure the option is selected

From the computer you are printing from, select the option.

For more information, see “Updating available options in the printer driver” on page 54.

Paper tray problems

Try one or more of the following:

Make sure the paper is loaded correctly

1. Open the paper tray.
2. Check for paper jams or misfeeds.
3. Make sure the paper guides are aligned against the edges of the paper.
4. Make sure the paper tray closes properly.

Reset the printer

Turn the printer off, wait about 10 seconds, and then turn the printer on.

Make sure the paper tray is installed correctly

If the paper tray is listed on the menu settings page, but paper jams when it enters or exits the tray, then it may not be properly installed. Reinstall the paper tray. For more information, see the hardware setup documentation that came with the paper tray, or go to **http://support.lexmark.com** to view the paper tray instruction sheet.

2,000-sheet drawer problems

Check the drawer connection

Make sure the 2,000-sheet drawer is properly connected to the printer.

Load paper

If the tray is empty, then load paper in the tray or feeder

Clear any jams

Open the side door of the tray or feeder, and then remove any jammed paper.

Avoid paper jams

- Flex the paper.
- Make sure the drawer is properly installed.
- Make sure paper is loaded correctly.
- Make sure the paper stack you load does not exceed the maximum stack height indicated in the tray.
- Make sure the paper or specialty media meets specifications and is not damaged.
- Make sure the guides are positioned correctly for the paper size loaded.

Memory card

Make sure the memory card is securely connected to the printer system board.

Cannot detect flash memory card

Make sure the flash memory card is securely connected to the printer system board.

Cannot detect printer hard disk

Make sure the printer hard disk is securely connected to the printer system board.

Internal Solutions Port does not operate correctly

Try one or more of the following:

Check the Internal Solutions Port (ISP) connections

Make sure the ISP is securely connected to the printer system board.

Check the cable

Make sure you are using the correct cable and that it is securely connected to the Internal Solutions (ISP) port.

Make sure the network software is configured correctly

For information on installing the network printing software, see the *Networking Guide* on the *Software and Documentation* CD.

Internal print server does not operate correctly

Try one or more of the following:

Check the print server connections

- Make sure the internal print server is attached securely to the printer system board.
- Make sure you are using the correct cable and that it is securely connected.

Make sure the network software is configured correctly

For more information on installing the network printing software, do the following:

1. Open the *Software and Documentation* CD.
2. Click **Additional**.
3. Under Publications on this CD, select **Networking Guide**.

USB/parallel interface card does not operate correctly

Check the USB/parallel interface card connection

Make sure the USB/parallel interface card is securely connected to the printer system board.

Check the cable

Make sure you are using the correct cable and that it is securely connected.

Solving paper feed problems

Paper frequently jams

These are possible solutions. Try one or more of the following:

Check the paper

Use recommended paper and specialty media. For more information, see the chapter about paper and specialty media guidelines.

Make sure there is not too much paper in the paper tray

Make sure the stack of paper you load does not exceed the maximum stack height indicated in the tray or on the multipurpose feeder.

Check the paper guides

Move the guides in the tray to the correct positions for the paper size loaded.

The paper may have absorbed moisture due to high humidity

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

Paper jam message remains after jam is cleared

Check the paper path

The paper path is not clear. Clear jammed paper from the entire paper path, and then touch **Continue**.

Jammed pages are not reprinted

Turn on Jam Recovery

1. From the home screen, navigate to:

   > **Settings** > **General Settings** > **Print Recovery**

2. Touch the arrows next to **Jam Recovery** until **On** or **Auto** appears.
3. Touch **Submit**.

Solving print quality problems

If these suggestions do not correct the problem, then contact customer support. You may have a printer part that requires adjustment or replacement.

Characters have jagged or uneven edges

If you are using downloaded fonts, verify that the fonts are supported by the printer, the host computer, and the software program.

Clipped images

Try one or more of the following:

Check the guides

Move the width and length guides in the tray to the correct positions for the paper size loaded.

Check the paper size setting

Make sure the paper size setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the Paper Size setting.
2. Before sending the job to print, specify the correct size setting:
   - For Windows users, specify the size from Print Properties.
   - For Macintosh users, specify the size from the Page Setup dialog.

Fine horizontal lines appear on color pages

You may notice fine, horizontal lines in photographs or pages with a high concentration of color. This can occur when the printer is in Quiet Mode. To fix this, set Quiet Mode to **Off (Image/Photo)**.

Shadow images appear on prints

Try one or more of the following:

Check the paper type and weight settings

Make sure the paper type and weight settings match the paper loaded in the tray or feeder:

1. From the printer control panel Paper menu, check the Paper Type and Paper Weight settings.
2. Before sending the print job, specify the correct paper type setting:
   - For Windows users, specify the paper type from Print Properties.
   - For Macintosh users, specify the paper type from the Print dialog.

Make sure the print cartridge is not low on toner

When **88.xx [color] cartridge low** appears, make sure that toner is distributed evenly among all four print cartridges or whichever color has the shadow images.

1. Remove the print cartridge.

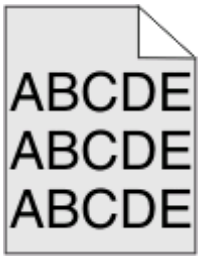
   Warning—Potential Damage: Be careful not to touch the photoconductor drum. Doing so may affect the print quality of future print jobs.

2. Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
3. Reinsert the print cartridge.

   Note: If print quality does not improve, replace the print cartridge of the color that is giving a shadow.

If the problem continues, the printer may need to be serviced. For more information, contact customer support.

Gray background



Check the Toner Darkness setting

Select a lighter Toner Darkness setting:

- From the printer control panel Quality menu, change the setting.
- For Windows users, change the setting from Print Properties.
- For Macintosh users, change the setting from the Print dialog.

The toner cartridge may be worn or defective

Replace the toner cartridge.

Incorrect margins

These are possible solutions. Try one or more of the following:

Check the paper guides

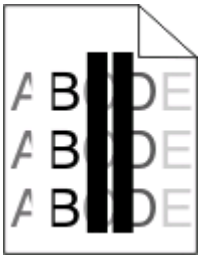
Move the guides in the tray to the correct positions for the paper size loaded.

Check the paper size setting

Make sure the paper size setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the Paper Size setting.
2. Before sending the job to print, specify the correct size setting:
   - For Windows users, specify the size from Print Properties.
   - For Macintosh users, specify the size from the Page Setup dialog.

Light colored line, white line, or incorrectly colored line appears on prints



Try one or more of the following:

Make sure there is no defective toner cartridge

Replace the defective toner cartridge.

Make sure the photoconductor unit is not defective

Replace the defective photoconductor unit.

Make sure the transfer module is not defective

Replace the defective transfer module.

Clean the printhead lenses

1. Open the front door, and then the internal cover.
2. Locate the printhead wipers.
3. Gently pull the printhead wiper out until it stops, and then slowly slide it back into place.
4. Clean the remaining three printhead lenses.

Paper curl

Try one or more of the following:

Check the paper type and weight settings

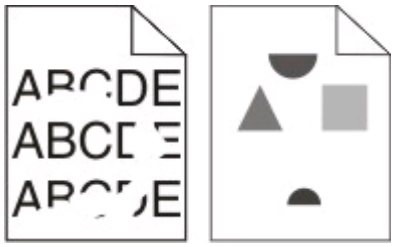
Make sure the paper type and weight settings match the paper loaded in the tray or feeder:

1. From the printer control panel Paper menu, check the Paper Type and Paper Weight settings.
2. Before sending the print job, specify the correct paper type setting:
   - For Windows users, specify the paper type from Print Properties.
   - For Macintosh users, specify the paper type from the Print dialog.

Load paper from a fresh package

Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it.

Print irregularities



Try one or more of the following:

Load paper from a fresh package

The paper may have absorbed moisture due to high humidity. Store paper in its original wrapper until you use it.

Check the paper type and weight settings

Make sure the paper type and weight settings match the paper loaded in the tray or feeder:

1. From the printer control panel Paper menu, check the Paper Type and Paper Weight settings.
2. Before sending the print job, specify the correct paper type setting:
   - For Windows users, specify the paper type from Print Properties.
   - For Macintosh users, specify the paper type from the Print dialog.

Avoid textured paper with rough finishes

Make sure there is no defective toner cartridge

Replace the worn or defective toner cartridge.

Make sure the transfer module is not defective

Replace the defective transfer module. For more information, see the instruction sheet that came with the replacement part.

Make sure the fuser is not defective

Replace the defective fuser. For more information, see the instruction sheet that came with the replacement part.

Print is too dark

Try one or more of the following:

Check the darkness, brightness, and contrast settings

The Toner Darkness setting may be too dark, the Brightness setting may be too dark, or the Contrast setting may be too high.

- Change these settings from the printer control panel Quality menu.
- For Windows users, change these settings from Print Properties.
- For Macintosh users:
  1. Choose **File** > **Print**.
  2. From the "Orientation pictures" menu, choose **Printer Features**.
  3. Choose a lower value for the Toner Darkness, Brightness, and Contrast settings.

Load paper from a fresh package

The paper may have absorbed moisture due to high humidity. Store paper in its original wrapper until you use it.

Avoid textured paper with rough finishes

Check the Paper Type setting

Make sure the paper type setting matches the paper loaded in the tray or feeder:

- From the printer control panel Paper menu, check the Paper Type setting.
- For Windows users, check this setting from Print Properties.
- For Macintosh users, check this setting from the Print dialog.

Print is too light

Try one or more of the following:

Check the darkness, brightness, and contrast settings

The Toner Darkness setting may be too light, the Brightness setting may be too light, or the Contrast setting may be too low.

- Change these settings from the printer control panel Quality menu.
- For Windows users, change these settings from Print Properties

- For Macintosh users:
  1. Choose **File** > **Print**.
  2. From the Orientation pictures drop-down menu, choose **Printer Features**.
  3. Choose a higher value for the Toner Darkness, Brightness, and Contrast settings.

Load paper from a fresh package

The paper may have absorbed moisture from high humidity. Store paper in its original wrapper until you use it.

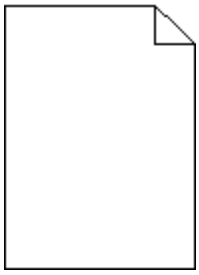
Avoid textured paper with rough finishes

Check the Paper Type setting

Make sure the Paper Type setting matches the paper loaded in the tray or feeder:

- From the printer control panel Paper menu, check the Paper Type setting.
- For Windows users, check this setting from Print Properties.
- For Macintosh users, check this setting from the Print dialog.

Printer is printing blank pages



Try one or more of the following:

Make sure there is no packing material left on the toner or print cartridge

Remove the cartridge and make sure the packing material is properly removed. Reinstall the cartridge.

Make sure the toner or print cartridge is not low on toner

When **`88.xx [color] cartridge low`** appears, make sure that toner is distributed evenly among all four cartridges:

1. Remove the cartridge.

   Warning—Potential Damage: Be careful not to touch the photoconductor drum. Doing so may affect the print quality of future print jobs.

2. Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
3. Reinsert the cartridge.

   Note: If print quality does not improve, then replace the cartridge of the color that is not printing.

If the problem continues, then the printer may need to be serviced. For more information, contact customer support.

Repeating defects appear on a page

Try one or more of the following:

Make sure the photoconductor unit is not defective

The photoconductor unit may be defective if marks occur repeatedly in only one color and multiple times on a page.

- Replace the photoconductor unit if the defects occur every 94.2 mm (3.71 in.) or 37.68 mm (1.48 in.).

Make sure the fuser is not defective

The fuser may be defective if the marks occur down repeatedly in all colors.

- Replace the fuser if the defects occur every 141 mm (5.55 in.).

Skewed print

Try one or more of the following:

Check the paper guides

Adjust the length and width guides in the tray to the correct positions for the paper size loaded.

- Make sure the guides are not too far from the paper stack.
- Make sure the guides are not pressing too lightly against the paper stack.

Check the paper

Make sure you are using paper that meets the printer specifications.

Make sure the printer is clean or is not contaminated with paper dust

Clean the exterior of the printer

1. Make sure that the printer is turned off and unplugged from the wall outlet.

   Warning—Potential Damage: To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables to the printer before proceeding.

2. Remove paper from the standard exit bin.
3. Dampen a clean, lint-free cloth with water.

   Warning—Potential Damage: Do not use household cleaners or detergents, as they may damage the finish of the printer.

4. Wipe only the exterior of the printer, making sure to include the standard exit bin.

   Warning—Potential Damage: Using a damp cloth to clean the interior may cause damage to your printer.

5. Make sure the paper support and standard exit bin are dry before beginning a new print job.

Make sure the paper feed rollers are clean and are not contaminated with dust

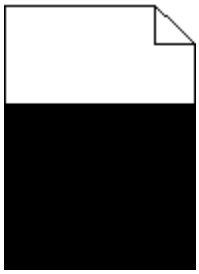
1. Turn the printer off using the power switch, and then unplug the power cord from the wall outlet.
2. Remove the paper feed rollers.

   Note: For instructions on how to remove and reinstall the paper feed rollers, see the setup sheet that came with the rollers inside the compartment box of Tray 1.
3. Dampen a clean, lint-free cloth with water.
4. Clean the paper feed rollers.

   Warning—Potential Damage: Do not touch the rubber. Doing so will damage the rollers.
5. Reinstall the paper feed rollers.

   Note: Make sure to replace the worn or defective paper feed rollers.

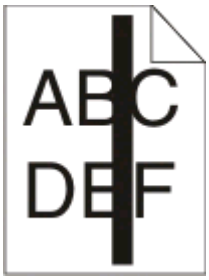
Solid color pages



Make sure the photoconductor is not defective and is installed correctly

Remove and then reinstall the photoconductor. If the problem continues, then the photoconductor may need to be replaced.

Black or white streaks appear on transparencies or paper



Try one or more of the following:

Ensure that the fill pattern is correct

If the fill pattern is incorrect, choose a different fill pattern from your software program.

Check the paper type

- Use only the recommended transparencies.
- Ensure that the Paper Type setting matches what is loaded in the tray or feeder.
- Ensure that the Paper Texture setting is correct for the type of paper or specialty media loaded in the tray or feeder.

Make sure the print cartridge is not low on toner

When **88.xx [color] cartridge low** appears, make sure the toner is distributed evenly within the print cartridge:

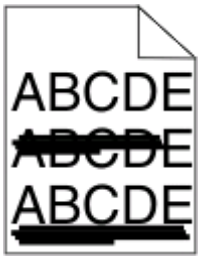
1. Remove the print cartridge.

   Warning—Potential Damage: Be careful not to touch the photoconductor drum. Doing so may affect the print quality of future print jobs.

2. Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
3. Reinsert the print cartridge.

If the problem continues, the printer may need to be serviced. For more information, contact Customer Support.

Streaked horizontal lines appear on prints



Try one or more of the following:

Select another tray or feeder

- From the printer control panel Paper Menu, select Default Source.
- For Windows users, select the paper source from Print Properties.
- For Macintosh users, select the paper source from the Print dialog and pop-up menus.

Make sure there is no worn, defective, or empty toner cartridge

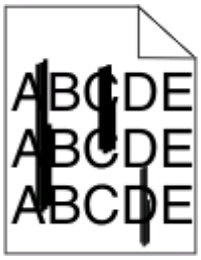
Replace the worn, defective, or empty toner cartridge.

Clear the paper path around the toner cartridge

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

Clear any paper you see or clean any visible toner from the paper path. If the problem persists, then contact Customer Support.

Streaked vertical lines appear on prints



Try one or more of the following:

Select another tray or feeder

- From the printer control panel Paper menu, select Default Source
- For Windows users, select the paper source from Print Properties.
- For Macintosh users, select the paper source from the Print dialog and pop-up menus.

Make sure there is no worn, defective, or empty toner cartridge

Replace the worn, defective, or empty toner cartridge.

Clear the paper path around the toner cartridge

Check the paper path around the toner cartridge.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

Clear any paper you see.

Make sure there is no toner in the paper path

Toner fog or background shading appears on the page

Try one or more of the following:

Make sure the toner cartridge is installed correctly or is not defective

Reinstall or replace the defective toner cartridge.

Make sure the transfer module is not worn or defective

Replace the worn or defective transfer module.

Make sure the photoconductor unit is not worn or defective

Replace the word or defective photoconductor unit.

Make sure the fuser is not worn or defective

Replace the worn or defective fuser.

Make sure the printer has recalibrated recently

Perform color adjust from the Quality menu.

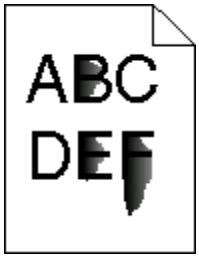
Make sure the application has not specified an off-white background

Check the application settings.

Make sure no toner is in the paper path

Contact customer support.

Toner rubs off



Try one or more of the following:

Check the paper type and weight settings

Make sure the paper type and weight settings match the paper loaded in the tray or feeder:

1. From the printer control panel Paper menu, check the Paper Type and Paper Weight settings. Change the Paper Weight setting from Normal to Heavy.
2. Before sending the print job, specify the correct paper type setting:
   - For Windows users, specify the paper type from Print Properties.
   - For Macintosh users, specify the paper type from the Print dialog.

Check the paper texture setting

From the printer control panel Paper menu, make sure the Paper Texture setting matches the paper loaded in the tray or feeder. If necessary, change the Paper Texture setting from Normal to Rough.

Make sure the fuser is not worn or defective

Replace the worn or defective fuser. For more information, see the instruction sheet that came with the replacement part.

Toner specks

Try one or more of the following:

Make sure there is no defective toner cartridge

Replace the defective or worn cartridges.

Make sure the photoconductor unit is not defective

Replace the defective photoconductor unit.

Call customer support

Transparency print quality is poor

Try one or more of the following:

Check the transparencies

Use only transparencies that meet the printer specifications.

Check the paper type setting

Make sure the paper type setting is set to Transparency:

1. From the printer control panel Paper menu, check the Paper Type setting.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

Solving color quality problems

FAQ about color printing

What is RGB color?

Red, green, and blue light can be added together in various amounts to produce a large range of colors observed in nature. For example, red and green can be combined to create yellow. Televisions and computer monitors create colors in this manner. RGB color is a method of describing colors by indicating the amount of red, green, or blue needed to produce a certain color.

What is CMYK color?

Cyan, magenta, yellow, and black inks or toners can be printed in various amounts to produce a large range of colors observed in nature. For example, cyan and yellow can be combined to create green. Printing presses, inkjet printers, and color laser printers create colors in this manner. CMYK color is a method of describing colors by indicating the amount of cyan, magenta, yellow, and black needed to reproduce a particular color.

How is color specified in a document to be printed?

Software programs typically specify document color using RGB or CMYK color combinations. Additionally, they allow users to modify the color of each object in a document. For more information, see the software program Help topics.

How does the printer know what color to print?

When a user prints a document, information describing the type and color of each object is sent to the printer. The color information is passed through color conversion tables that translate the color into the appropriate amounts of cyan, magenta, yellow, and black toner needed to produce the desired color. The object information determines the application of color conversion tables. For example, it is possible to apply one type of color conversion table to text while applying a different color conversion table to photographic images.

Why doesn't the printed color match the color I see on the computer screen?

The color conversion tables used in Auto Color Correction mode generally approximate the colors of a standard computer monitor. However, because of technology differences that exist between printers and monitors, there are many colors that can also be affected by monitor variations and lighting conditions. For recommendations on how the printer color sample pages may be useful in solving certain color-matching problems, see the question, “How can I match a particular color (such as a corporate logo)?”

The printed page appears tinted. Can I adjust the color?

Sometimes a printed page may appear tinted (for example, everything printed seems to be too red). This can be caused by environmental conditions, paper type, lighting conditions, or user preference. In these instances, adjust the Color Balance setting to create a more preferable color. Color Balance provides the user with the ability to make subtle adjustments to the amount of toner being used in each color plane. Selecting positive or negative values for cyan, magenta, yellow, and black (from the Color Balance menu) will slightly increase or decrease the amount of toner used for the chosen color. For example, if a printed page has a red tint, then decreasing both magenta and yellow could potentially improve the color balance.

My color transparencies seem dark when they are projected. Is there anything I can do to improve the color?

This problem most commonly occurs when projecting transparencies with reflective overhead projectors. To obtain the highest projected color quality, transmissive overhead projectors are recommended. If a reflective projector must be used, then adjusting the Toner Darkness setting to 1, 2, or 3 will lighten the transparency. Make sure to print on the recommended type of color transparencies.

What is manual color correction?

When manual color correction is enabled, the printer employs user-selected color conversion tables to process objects. However, Color Correction must be set to Manual, or no user-defined color conversion will be implemented. Manual color correction settings are specific to the type of object being printed (text, graphics, or images), and how the color of the object is specified in the software program (RGB or CMYK combinations).

Notes:

- Manual color correction is not useful if the software program does not specify colors with RGB or CMYK combinations. It is also not effective in situations in which the software program or the computer operating system controls the adjustment of colors.
- The color conversion tables—applied to each object when Color Correction is set to Auto—generate preferred colors for the majority of documents.

To manually apply a different color conversion table:

1. From the Quality menu, select **Color Correction**, and then select **Manual**.
2. From the Quality menu, select **Manual Color**, and then select the appropriate color conversion table for the affected object type.

Manual Color menu

Object type	Color conversion tables
RGB Image RGB Text RGB Graphics	• **Vivid**—Produces brighter, more saturated colors and may be applied to all incoming color formats. • **sRGB Display**—Produces an output that approximates the colors displayed on a computer monitor. Black toner usage is optimized for printing photographs. • **Display—True Black**—Produces an output that approximates the colors displayed on a computer monitor. Uses only black toner to create all levels of neutral gray. • **sRGB Vivid**—Provides an increased color saturation for the sRGB Display color correction. Black usage is optimized for printing business graphics. • **Off**—No color correction is implemented.
CMYK Image CMYK Text CMYK Graphics	• **US CMYK**—Applies color correction to approximate the SWOP (Specifications for Web Offset Publishing) color output. • **Euro CMYK**—Applies color correction to approximated EuroScale color output. • **Vivid CMYK**—Increases the color saturation of the US CMYK color correction setting. • **Off**—No color correction is implemented.

How can I match a particular color (such as a corporate logo)?

From the printer Quality menu, nine types of Color Samples sets are available. These are also available from the Color Samples page of the Embedded Web Server. Selecting any sample set generates a multiple-page printout consisting of hundreds of colored boxes. Either a CMYK or RGB combination is located on each box, depending on the table selected. The observed color of each box is obtained by passing the CMYK or RGB combination labeled on the box through the selected color conversion table.

By examining Color Samples sets, a user can identify the box whose color is the closest to the desired color. The color combination labeled on the box can then be used for modifying the color of the object in a software program. For more information, see the software program Help topics. Manual color correction may be necessary to utilize the selected color conversion table for the particular object.

Selecting which Color Samples set to use for a particular color-matching problem depends on the Color Correction setting being used (Auto, Off, or Manual), the type of object being printed (text, graphics, or images), and how the color of the object is specified in the software program (RGB or CMYK combinations). When the printer Color Correction setting is set to Off, the color is based on the print job information; and no color conversion is implemented.

Note: The Color Samples pages are not useful if the software program does not specify colors with RGB or CMYK combinations. Additionally, certain situations exist in which the software program or the computer operating system adjusts the RGB or CMYK combinations specified in the program through color management. The resulting printed color may not be an exact match of the Color Samples pages.

What are detailed Color Samples and how do I access them?

Detailed Color Samples sets are available only through the Embedded Web Server of a network printer. A detailed Color Samples set contains a range of shades (displayed as colored boxes) that are similar to a user-defined RGB or CMYK value. The likeness of the colors in the set are dependent on the value entered in the RGB or CMYK Increment box.

To access a detailed Color Samples set from the Embedded Web Server:

1. Type the printer IP address or host name in the address field of your Web browser.

   Note: If you do not know the IP address or host name of the printer, then you can:

   - View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
   - Print a network setup page or menu settings page and locate the information in the TCP/IP section.

2. Click **Configuration** > **Color Samples** > **Detailed Options**.
3. Select a color conversion table.
4. Enter the RGB or CMYK color number.
5. Enter an increment value from 1–255.

   Note: The closer the value is to 1, the narrower the color sample range will appear.

6. Click **Print**.

Embedded Web Server does not open

Try one or more of the following:

Check the network connection

Make sure the printer and computer are turned on and connected to the same network.

Check address entered into the Web browser

- Depending on the network settings, you may need to type **`https://`** instead of **`http://`** before the printer IP address to access the Embedded Web Server. For more information, contact your system support person.
- Make sure you have the correct printer IP address.

Temporarily disable Web proxy servers

Proxy servers may block or restrict you from accessing certain Web sites including the Embedded Web Server. For more information, contact your system support person.

Contacting customer support

When you call customer support, describe the problem you are experiencing, the message on the display, and the troubleshooting steps you have already taken to find a solution.

You need to know your printer model type and serial number. For more information, see the label on the inside top front cover of the printer. The serial number is also listed on the menu settings page.

In the U.S. or Canada, call 1-800-539-6275. For other countries or regions, visit the Lexmark Web site at **http://support.lexmark.com**.

Notices

Product information

Product name:

Lexmark X950de 4, x952dte 4, x954dhe 4

Machine type:

7558

Model(s):

032, 036, 232, 236, 432, 436

Edition notice

December 2010

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For Lexmark technical support, visit **support.lexmark.com**.

For information on supplies and downloads, visit **www.lexmark.com**.

If you don't have access to the Internet, you can contact Lexmark by mail:

Lexmark International, Inc.
Bldg 004-2/CSC
740 New Circle Road NW
Lexington, KY 40550
USA

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Federal Communications Commission (FCC) compliance information statement

This product has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The FCC Class A limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

The manufacturer is not responsible for any radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate this equipment.

Note: To assure compliance with FCC regulations on electromagnetic interference for a Class A computing device, use a properly shielded and grounded cable such as Lexmark part number 1021231 for parallel attach or 1021294 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Modular component notice

This product may contain the following modular component(s):

Lexmark regulatory type/model LEX-M01-003; FCC ID:IYLM01003; IC:2376A-M01003

Lexmark regulatory type/model LEX-M05-001; FCC ID:IYLLEXM05001; IC:2376A-M05001

Lexmark regulatory type/model LEX-M05-002; FCC ID:IYLLEXM05002; IC:2376A-M05002

Licensing notices

All licensing notices associated with this product can be viewed from the CD:\LEGAL directory of the installation software CD.

Noise emission levels

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

Note: Some modes may not apply to your product.

1-meter average sound pressure, dBA	
Printing	53 dBA
Ready	35 dBA

Values are subject to change. See **www.lexmark.com** for current values.

Waste from Electrical and Electronic Equipment (WEEE) directive

The WEEE logo signifies specific recycling programs and procedures for electronic products in countries of the European Union. We encourage the recycling of our products. If you have further questions about recycling options, visit the Lexmark Web site at **www.lexmark.com** for your local sales office phone number.

Static sensitivity notice

This symbol identifies static-sensitive parts. Do not touch in the areas near these symbols without first touching the metal frame of the printer.

ENERGY STAR

Any Lexmark product bearing the ENERGY STAR emblem on the product or on a start-up screen is certified to comply with Environmental Protection Agency (EPA) ENERGY STAR requirements as configured when shipped by Lexmark.

Temperature information

Ambient temperature	15.6 to 32.2°C (60 to 90°F)
Shipping and storage temperature	-40 to 40°C (104° Fahrenheit) and 0°C to 35°C (95° Fahrenheit)

Power consumption

Product power consumption

The following table documents the power consumption characteristics of the product.

Note: Some modes may not apply to your product.

Mode	Description	Power consumption (Watts)
Printing	The product is generating hard-copy output from electronic inputs.	850 W
Copy	The product is generating hard-copy output from hard-copy original documents.	820 W
Scan	The product is scanning hard-copy documents.	150 W
Ready	The product is waiting for a print job.	105 W
Sleep Mode	The product is in a high-level energy-saving mode.	17 W
Hibernate	The product is in a low-level energy-saving mode.	0.4 W
Off	The product is plugged into a wall outlet, but the power switch is turned off.	0 W

The power consumption levels listed in the previous table represent time-averaged measurements. Instantaneous power draws may be substantially higher than the average.

Values are subject to change. See **www.lexmark.com** for current values.

Power Saver

This product is designed with an energy-saving mode called Power Saver. The Power Saver Mode is equivalent to the Sleep Mode. The Power Saver Mode saves energy by lowering power consumption during extended periods of inactivity. The Power Saver Mode is automatically engaged after this product is not used for a specified period of time, called the Power Saver Timeout.

Factory default Power Saver Timeout for this product (in minutes):	30

By using the configuration menus, the Power Saver Timeout can be modified between 2 minutes and 240 minutes. Setting the Power Saver Timeout to a low value reduces energy consumption, but may increase the response time of the product. Setting the Power Saver Timeout to a high value maintains a fast response, but uses more energy.

Off mode

If this product has an off mode which still consumes a small amount of power, then to completely stop product power consumption, disconnect the power supply cord from the wall outlet.

Total energy usage

It is sometimes helpful to calculate the total product energy usage. Since power consumption claims are provided in power units of Watts, the power consumption should be multiplied by the time the product spends in each mode in order to calculate energy usage. The total product energy usage is the sum of each mode's energy usage.

Industry Canada compliance statement

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Standard ICES-003.

Avis de conformité aux normes de l’industrie du Canada

Cet appareil numérique de classe A est conforme aux exigences de la norme canadienne relative aux équipements pouvant causer des interférences NMB-003.

European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 2004/108/EC and 2006/95/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility and safety of electrical equipment designed for use within certain voltage limits.

The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950.

Radio interference notice

Warning

This is a product that complies with the emission requirements of EN55022 Class A limits and immunity requirements of EN55024. This product is not intended to be used in residential/domestic environments.

This is a Class A product. In a domestic environment, this product may cause radio interference, in which case the user may be required to take adequate measures.

Notice to users of the US telephone network: FCC requirements

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the back of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to your telephone company.

This equipment uses the RJ-11C Universal Service Order Code (USOC) jack.

A plug and jack used to connect this equipment to the premises’ wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is

provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See your setup documentation for more information.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact your local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is shown separately on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. You will also be advised of your right to file a complaint with the FCC.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of this equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this equipment, for repair or warranty information, contact Lexmark International, Inc. at **www.lexmark.com** or your Lexmark representative. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment contains no user serviceable parts. For repair and warranty information, contact Lexmark International, Inc. See the previous paragraph for contact information.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrestor in the AC outlet to which this device is connected. An appropriate AC surge arrestor is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless said message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

See your user documentation in order to program this information into your fax machine.

Notice to users of the Canadian telephone network

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of terminals allowed to be connected to a telephone interface. The terminus of an interface may consist of any combination of devices, subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The modem REN is located on the rear of the equipment on the product labeling.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrestor in the AC outlet to which this device is connected. An appropriate AC surge arrestor is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

This equipment uses CA11A telephone jacks.

Avis réservé aux utilisateurs du réseau téléphonique du Canada

Ce produit est conforme aux spécifications techniques d'Industrie Canada. Le numéro REN (ringer equivalence number : numéro d'équivalence de sonnerie) fournit une indication du nombre maximum de terminaux pouvant être connectés à l'interface téléphonique. En bout de ligne, le nombre d'appareils qui peuvent être connectés n'est pas directement limité, mais la somme des REN de ces appareils ne doit pas dépasser cinq. Le numéro REN du modem est indiqué sur l'étiquette produit située à l'arrière de l'équipement.

Les compagnies de téléphone constatent que les surtensions électriques, en particulier celles dues à la foudre, entraînent d'importants dégâts sur les terminaux privés connectés à des sources d'alimentation CA. Il s'agit-là d'un problème majeur d'échelle nationale. En conséquence, il vous est recommandé de brancher un parasurtenseur dans la prise de courant à laquelle l'équipement est connecté. Utilisez un parasurtenseur répondant à des caractéristiques nominales satisfaisantes et certifié par le laboratoire d'assureurs UL (Underwriter's Laboratories), un autre laboratoire agréé de type NRTL (Nationally Recognized Testing Laboratory) ou un organisme de certification agréé dans votre région ou pays. Ceci prévient tout endommagement de l'équipement causé par les orages et autres surtensions électriques.

Cet équipement utilise des prises de téléphone CA11A.

Notice to users of the New Zealand telephone network

The following are special conditions for the Facsimile User Instructions. The grant of a telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom's 111 Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

Some parameters required for compliance with Telecom's telepermit requirements are dependent on the equipment associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Telecom's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.
- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

Using this product in Switzerland

This product requires a Swiss billing tone filter (Lexmark part number 14B5109 or 80D1877) to be installed on any line which receives metering pulses in Switzerland. The Lexmark filter must be used, as metering pulses are present on all analog telephone lines in Switzerland.

Utilisation de ce produit en Suisse

Cet appareil nécessite l'utilisation d'un filtre de tonalité de facturation suisse (nº de référence Lexmark : 14B5109 ou 80D1877) devant être installé sur toute ligne recevant des impulsions de comptage en Suisse. Ce filtre doit être utilisé pour toute installation car ces impulsions existent sur toutes les lignes téléphoniques suisses.

Verwendung dieses Produkts in der Schweiz

Für dieses Produkt muss ein schweizerischer Billing Tone Filter zur Zählzeichenübertragung (Lexmark Teilenummer 14B5109 oder 80D1877) für jede Leitung installiert werden, über die in der Schweiz Zeitsteuertakte übertragen werden. Die Verwendung des Lexmark Filters ist obligatorisch, da in allen analogen Telefonleitungen in der Schweiz Zeitsteuertakte vorhanden sind.

Uso del prodotto in Svizzera

Questo prodotto richiede un filtro toni Billing svizzero, (codice Lexmark 14B5109 o 80D1877) da installare su tutte le linee che ricevono impulsi remoti in Svizzera. È necessario utilizzare il filtro Lexmark poiché gli impulsi remoti sono presenti su tutte le linee analogiche in Svizzera.

Notice to Users in the European Union

Products bearing the CE mark are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.

The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

Refer to the table at the end of the Notices section for further compliance information.

Regulatory notices for wireless products

This section contains the following regulatory information pertaining to wireless products that contain transmitters, for example, but not limited to, wireless network cards or proximity card readers.

Exposure to radio frequency radiation

The radiated output power of this device is far below the radio frequency exposure limits of the FCC and other regulatory agencies. A minimum separation of 20 cm (8 inches) must be maintained between the antenna and any persons for this device to satisfy the RF exposure requirements of the FCC and other regulatory agencies.

Industry Canada (Canada)

This device complies with Industry Canada specification RSS-210. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

This device has been designed to operate only with the antenna provided. Use of any other antenna is strictly prohibited per regulations of Industry Canada.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

The installer of this radio equipment must ensure that the antenna is located or pointed such that it does not emit RF fields in excess of Health Canada limits for the general population; consult Safety Code 6, obtainable from Health Canada's Web site www.hc-sc.gc.ca/rpb.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

Industry Canada (Canada)

Cet appareil est conforme à la norme RSS-210 d'Industry Canada. Son fonctionnement est soumis aux deux conditions suivantes :

(1) cet appareil ne doit pas provoquer d'interférences et (2) il doit accepter toute interférence reçue, y compris celles risquant d'altérer son fonctionnement.

Cet appareil a été conçu pour fonctionner uniquement avec l'antenne fournie. L'utilisation de toute autre antenne est strictement interdite par la réglementation d'Industry Canada.

En application des réglementations d'Industry Canada, l'utilisation d'une antenne de gain supérieur est strictement interdite.

Pour empêcher toute interférence radio au service faisant l'objet d'une licence, cet appareil doit être utilisé à l'intérieur et loin des fenêtres afin de garantir une protection optimale.

Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence.

L'installateur de cet équipement radio doit veiller à ce que l'antenne soit implantée et dirigée de manière à n'émettre aucun champ HF dépassant les limites fixées pour l'ensemble de la population par Santé Canada. Reportez-vous au Code de sécurité 6 que vous pouvez consulter sur le site Web de Santé Canada www.hc-sc.gc.ca/rpb.

Le terme « IC » précédant le numéro de d'accréditation/inscription signifie simplement que le produit est conforme aux spécifications techniques d'Industry Canada.

Notice to users in the European Union

Products bearing the CE mark are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.

The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950.

Products equipped with 2.4GHz Wireless LAN option are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.

Operation is allowed in all EU and EFTA countries, but is restricted to indoor use only.

The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product may be used in the countries indicated in the table below.

AT	BE	BG	CH	CY	CZ	DE	DK	EE
EL	ES	FI	FR	HR	HU	IE	IS	IT
LI	LT	LU	LV	MT	NL	NO	PL	PT
RO	SE	SI	SK	TR	UK			

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Deutsch	Hiermit erklärt Lexmark International, Inc., dass sich das Gerät dieses Gerät in Übereinstimmung mit den grundlegenden Anforderungen und den übrigen einschlägigen Bestimmungen der Richtlinie 1999/5/EG befindet.
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English	Hereby, Lexmark International, Inc., declares that this type of equipment is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.
Español	Por medio de la presente, Lexmark International, Inc. declara que este producto cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE.
Eesti	Käesolevaga kinnitab Lexmark International, Inc., et seade see toode vastab direktiivi 1999/5/EÜ põhinõuetele ja nimetatud direktiivist tulenevatele muudele asjakohastele sätetele.
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Italiano	Con la presente Lexmark International, Inc. dichiara che questo questo prodotto è conforme ai requisiti essenziali ed alle altre disposizioni pertinenti stabilite dalla direttiva 1999/5/CE.
Latviski	Ar šo Lexmark International, Inc. deklarē, ka šis izstrādājums atbilst Direktīvas 1999/5/EK būtiskajām prasībām un citiem ar to saistītajiem noteikumiem.
Lietuvių	Šiuo Lexmark International, Inc. deklaruoja, kad šis produktas atitinka esminius reikalavimus ir kitas 1999/5/EB direktyvos nuostatas.
Malti	Bil-preżenti, Lexmark International, Inc., jiddikjara li dan il-prodott huwa konformi mal-ħtiġijiet essenzjali u ma dispożizzjonijiet oħrajn relevanti li jinsabu fid-Direttiva 1999/5/KE.
Nederlands	Hierbij verklaart Lexmark International, Inc. dat het toestel dit product in overeenstemming is met de essentiële eisen en de andere relevante bepalingen van richtlijn 1999/5/EG.
Norsk	Lexmark International, Inc. erklærer herved at dette produktet er i samsvar med de grunnleggende krav og øvrige relevante krav i direktiv 1999/5/EF.
Polski	Niniejszym Lexmark International, Inc. oświadcza, że niniejszy produkt jest zgodny z zasadniczymi wymogami oraz pozostałymi stosownymi postanowieniami Dyrektywy 1999/5/EC.
Português	A Lexmark International Inc. declara que este este produto está conforme com os requisitos essenciais e outras disposições da Diretiva 1999/5/CE.
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Svenska	Härmed intygar Lexmark International, Inc. att denna produkt står i överensstämmelse med de väsentliga egenskapskrav och övriga relevanta bestämmelser som framgår av direktiv 1999/5/EG.

Statement of Limited Warranty

Lexmark X950de 4, x952dte 4, x954dhe 4

Lexmark International, Inc., Lexington, KY

This limited warranty applies to the United States and Canada. For customers outside the U.S., refer to the country-specific warranty information that came with your product.

This limited warranty applies to this product only if it was originally purchased for your use, and not for resale, from Lexmark or a Lexmark Remarketer, referred to in this statement as “Remarketer.”

Limited warranty

Lexmark warrants that this product:

—Is manufactured from new parts, or new and serviceable used parts, which perform like new parts

—Is, during normal use, free from defects in material and workmanship

If this product does not function as warranted during the warranty period, contact a Remarketer or Lexmark for repair or replacement (at Lexmark's option).

If this product is a feature or option, this statement applies only when that feature or option is used with the product for which it was intended. To obtain warranty service, you may be required to present the feature or option with the product.

If you transfer this product to another user, warranty service under the terms of this statement is available to that user for the remainder of the warranty period. You should transfer proof of original purchase and this statement to that user.

Limited warranty service

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To obtain warranty service you may be required to present proof of original purchase. You may be required to deliver your product to the Remarketer or Lexmark, or ship it prepaid and suitably packaged to a Lexmark designated location. You are responsible for loss of, or damage to, a product in transit to the Remarketer or the Lexmark designated location.

When warranty service involves the exchange of a product or part, the item replaced becomes the property of the Remarketer or Lexmark. The replacement may be a new or repaired item.

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Replacement is not available to you if the product you present for exchange is defaced, altered, in need of a repair not included in warranty service, damaged beyond repair, or if the product is not free of all legal obligations, restrictions, liens, and encumbrances.

Before you present this product for warranty service, remove all print cartridges, programs, data, and removable storage media (unless directed otherwise by Lexmark).

For further explanation of your warranty alternatives and the nearest Lexmark authorized servicer in your area contact Lexmark on the World Wide Web at **http://support.lexmark.com**.

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